



SCHOOL OF ALLIED HEALTH

CHRISTIAN FELLOWSHIP HOSPITAL
ODDANCHATRAM



PROSPECTUS 2022-2023

DIPLOMAS IN

MEDICAL RECORD TECHNOLOGY

MEDICAL LABORATORY TECHNOLOGY

MEDICAL RADIOLOGY & IMAGING TECHNOLOGY

SCHOOL OF ALLIED HEALTH

CHRISTIAN FELLOWSHIP HOSPITAL

ODDANCHATRAM DINDIGUL DISTRICT TAMILNADU- 624619

PROSPECTUS 2022-2023

FOR

DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

DIPLOMA IN MEDICAL RECORD TECHNOLOGY

DIPLOMA IN MEDICAL RADIOLOGY AND IMAGING TECHNOLOGY



AFFILIATED TO BOARD of CHRISTIAN MEDICAL
ASSOCIATION OF INDIA (CMAI) NEW DELHI

Contact

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MOTTO: SERVE IN LOVE

Introduction

Oddanchatram is a taluk in Dindigul District of the state of Tamilnadu, located on the main road between Dindigul and Palani, accessible by both train and road. During 1950's Oddanchatram was surrounded by poverty stricken villages and people with severe malnutrition and anaemia. Leprosy was prevalent in many villages. Most of them lived in thatched houses and repair was beyond their reach. Unemployment added to their misery. It was during this period that, our founder, Dr. A. K. Tharien, having surrendered his life to Jesus Christ wanted to use his medical skills to uplift the poor and marginalized, as an outpouring of his faith, depending on God.



History



The Christian Fellowship Hospital is run by the Christian Fellowship, a charitable society which was established by a small group in 1955. It began as a small one room clinic in response to certain perceived needs in a backward area. It was started with the charitable and benevolent purpose of promoting spiritual, moral, mental and social advancement of the community in and around Oddanchatram. It aims to serve as a Christ centered witness through the ministry of healing the whole person and being involved in other developmental programmes of the community.

At present the hospital has 299 beds with major specialty departments. The outpatient department has an average footfall of over 1000 patients daily. Over 1000 deliveries are conducted and over 3500 surgeries are performed annually. The busy intensive care is equipped for emergency care including coronary care. There is also a paediatric ICU and Neonatal care unit. Great emphasis is placed on community health programmes by organized village clinics, home visits, school health education programs and other projects for development and education. Hospital is also certified by National Accreditation Board for hospital and Health Care providers (NABH)



Community health services involve activities of prevention of diseases, health promotion, curative care and sound referral system. The institution has its own community health centers, one in Pachalur (rural) hill area and four in Oddanchatram (urban) which covers a population of 25000. The institution also works in collaboration with the government in delivering health care services to the community in and around Oddanchatram.

The hospital and all its programs are self-supporting and the educational training programs are heavily subsidized. This has been possible because of the grace of God and sacrificial service of committed staff who make a deliberate attempt to reduce cost of spending by adopting a simpler lifestyle and functioning.



VISION Statement

“WHOLESOME HEALING FOR TRANSFORMATION”

MISSION Statement

- To provide ethical, holistic, low cost and effective health care to all, with focus on the marginalized.
- To train and nurture staff and students in the health care skills and apply Christian principles in life.
- To continue as self-supporting body, looking to God in faith, showing the love of Christ in word and deed.

The motto of the fellowship is to “Serve in Love “and its goal is to proclaim and participate in Christ’s mission of liberation from sin, ignorance, sickness and suffering.

All Allied Health Courses Offered

Name of the courses	Duration	Internship	Student intake
Diploma in Medical Laboratory Technology	2 Years	6 Months	8
Diploma in Medical Record Technology	2 Years	6 Months	8
Diploma in Medical Radiology & Imaging Technology	2 Years	6 Months	8

All the above courses are approved by Board of Christian Medical Association of India (CMAI)

Application Procedure:

For application by hand or post

Prospectus and Application form for all the Allied Health Courses will be issued by Tutor, Department of Radiology on payment of Rs 150(127 + 23 GST)/- in cash or by demand draft in favor of **“THE CHRISTIAN FELLOWSHIP ALLIED HEALTH TRAINING ACCOUNT”** payable at Oddanchatram. The Demand Draft may be taken on any of the following banks:

1. Indian Overseas Bank
2. State Bank of India
3. South Indian Bank
4. Canara Bank
5. Federal Bank
6. Bank of India

During submission of filled application form, Registration fee of Rs. 300/-(254+46 GST) MUST be paid by cash or a crossed demand draft (**DD**) on any of the list of banks mentioned above in favor of **“THE CHRISTIAN FELLOWSHIP ALLIED HEALTH TRAINING ACCOUNT”** payable at Oddanchatram along with the list of enclosures mentioned in the application form.

Online application

The application form for allied health courses can be downloaded from www.cfhospital.org and print out may be taken. Filled application along with the list of enclosures mentioned in the application form should be sent to The Tutor in Charge, Department of Radiology, Christian Fellowship Hospital Oddanchatram- 624619 by post/ courier.

During submission of filled online application form, payment of Rs 450/-(381+69 GST) for Application fee & Registration fee MUST be done by a crossed demand draft on any of the banks mentioned above in favor of **“THE CHRISTIAN FELLOWSHIP ALLIED HEALTH TRAINING ACCOUNT”** payable at Oddanchatram.

Instead of Demand Draft (DD), payment can also be made by bank transfer to the following account number

Account Name: The Christian Fellowship Allied Health Training Account

Account number: 0489053000010720

IFSC Code: SIBL0000489

If payment is done by transfer to bank account, a copy of transaction receipt with transaction number should be attached with the application form. Forms without the transaction details will be rejected. A copy of the transaction details may also be sent to the following number mentioning the name of the candidate and purpose of transfer by Whatsapp / sms to +91 6383593161.

Note:

- 1) A candidate may apply for all the three courses mentioned in the Prospectus using that same / single application form, indicating priority of the course preferred.
- 2) The last date for receiving filled application form is August 3rd, 2022.

- 3) The filled application should be sent to the “Tutor in Charge”, Department of Radiology, Christian Fellowship Hospital, Oddanchatram- 624619, Tamil Nadu along with :
- a. A self-addressed stamped Envelope for Rs. 25
 - b. Registration fee Rs. 300/-(254+46 GST) for regular application and Rs 450/-(381+69 GST) for online application (application fee + registration fee) paid by a crossed **demand draft(DD)** on any of the list of banks mentioned above in favor of “**THE CHRISTIAN FELLOWSHIP ALLIED HEALTH TRAINING ACCOUNT**” payable at Oddanchatram or by bank transfer as mentioned above. (Transaction receipt with transaction number mandatory in case of bank transfer)
 - c. Certified photocopies of Transfer Certificate (TC)
 - d. Photocopies of SSLC (10th) and HSC (+2) mark list.
 - e. Recent physical fitness certificate from a registered medical practitioner (Medical Doctor)
 - f. A statement of about two pages in English about your family and your ambition in your own Hand writing.
 - g. One character and conduct certificate from Principal of School/ College you last attended.
 - h. If of Christian faith, membership certificate from the church

Selection procedure:

1. Only the suitable (refer academic qualification of the individual courses) candidates will be called for the admission through the self-addressed envelope that you have submitted.
2. The selection is based on academic marks and/or personal interview.
3. The candidates categorized as “selected /wait listed / not - selected” will be intimated through post / e. mail / phone. The selected candidates are required to inform their willingness to join the courses in person or through letter by paying the prescribed fees on the date mentioned.
4. If the prescribed fees is not submitted by the mentioned date, your seat will be allotted to the next candidate in the selection/ waiting list.
5. Before joining the course, physical fitness examination will be conducted by the medical staff of this hospital and those found to be unfit will not be admitted for the course.
6. The decision of the selection committee is final.

Note: Any time during the course, if any of the candidates or their declarations submitted is found to be false, the admission stands cancelled and the candidates will be dismissed from the courses concerned regardless of what stage in the course the candidate is in. There will be no refund of fees paid.

RULES AND REGULATIONS FOR THE STUDENTS:

1. All students are required to stay in the hostels and observe the hostel rules. Violation of rules will be dealt with strictly and may even amount to dismissal.
2. They can dine in the hostel mess. The present mess fee per month is Rs.2993/- (including GST)
3. A mess fee for one month is to be paid in advance at the time of joining. Mess fees must be remitted before 10th of every month.
4. Students will be assessed periodically about their academic progress and character. Those students who do not show progress in their studies or do not follow the discipline of the institution may be asked to dis-continue the course or repeat the course at their expense. Fees will not be refunded in any case.
5. Hepatitis B vaccination is mandatory for all students and payment for the same is to be made at the time of admission.



Anti-Ragging

Ragging is not an acceptable behavior on the campus of Christian Fellowship Hospital. It is illegal to commit or participate in ragging. Strict action will be taken with all instances of ragging even to the expulsion of the students from the institution.

1. DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

This is a two year diploma course with 6 months internship, started in 1982. Training includes theory lectures and practical training in class rooms of the laboratory in this hospital premise itself. Every year we have an intake of 8 (eight) candidates on the basis of academic qualification, interview and physical fitness.



English classes are taken during the first few months and Tamil classes for those students who are from other languages areas. The examinations are conducted by the examiners appointed by the Laboratory Training Committee of the board of Christian Medical Association of India. Theory examination is conducted each year and practical exam at the end of second year.

Note: The failed candidates of each year examination have to seek the help of their parents or guardian to accompany them to the examination centres as they appear for their supplementary theory examination.

1.1 Eligibility for admission:

PASS (35% minimum) in Higher secondary (+2) or its equivalent examination with a maximum of only TWO attempts of examination. The nature of courses must be as.

1. The +2 course comprising the subjects, PHYSICS, CHEMISTRY, BIOLOGY or as BOTANY and ZOOLOGY is mandatory.
2. Vocational group of “LAB TECHNICIAN COURSE” only in Tamil Nadu state.

1.2 Details of the Course:

- Duration of the course- Two years followed by 6 months Internship.
- The course usually commences in the first week of August.
- Medium of instruction – English.

1.3 Syllabus

First year:

1. The laboratory an introduction
2. Basic Chemistry
3. Colorimetry
4. S.I. unit and Conventional units in Hospital laboratories.
5. Anatomy and Physiology.
6. Haematology
7. Haemostasis and Coagulation
8. Blood Banking and Immunohaematology
9. Examinations of urine
10. Sputum examination
11. Semen analysis
12. Examination of faeces
13. Parasitology
14. Basic Computer Skills
15. Quality Control Methods.



Second year:

1. Applied Chemistry
2. Microbiology
3. Histopathology
4. Principles and methods of Quality control.
5. Analysis of Cerebrospinal Fluid.
6. Analysis of Cavity Fluid.

1.4 Examination:

Part-I: Theory examination with Paper I and Paper II at the 11th month in the first year.

Part-II: Theory examination with Paper III and Paper IV at the end of 9th month is second year.

Practical and Oral examination: After passing Part I and II theory examinations, practical examinations will be conducted by the Laboratory Training Committee of Board of Christian Medical Association of India.

Attempts: Maximum of three attempts is allowed to appear for theory/practical exams for the course. Failing in the third attempt necessitates the students to discontinue the course.

1.5 Leave Rules:

Students are not allowed to take more than twenty days leave in a year. Apart from this, ten days of sick leave may be granted, with a Medical certificate, annually. Anyone exceeding the leave limit will not be allowed to sit for the examination but may appear for the supplementary exam conducted few months later.

1.6 Internship and Service Obligation:

After the successful completion of the course, all candidates should undergo six months of internship. During this period, stipend will be given.

After internship, if there are vacancies in lab, candidates will be allowed to work for one and half years on a contract basis. During this period, they will be paid the staff salary.

1.7 Discontinuation of Training / Internship:

Fees paid on admission will not be refunded on any account. If any candidate voluntarily discontinues the course before completion, he / she will be required to pay the fees for the whole course. Those who voluntarily discontinue the internship, will be required to pay compensation as decided by the authorities.

Note : Candidate details will be verified by Laboratory Training Committee of CMAI for approval prior to registration.



1.8 MEDICAL LABORATORY TECHNOLOGY COURSE FEE 2022- 23

(ALL FEES ARE SUBJECT TO CHANGE)

S.No	PARTICULARS	1 st year	2 nd year
01	Tuition Fees	23600	24500
02	Recreation & Retreat	1450	2450
03	Administrative Fee	4800	4860
04	Equipment usage & Breakage	2000	2000
05	Graduation & Alumni fee	Nil	1700
06	Computer Fees	2300	Nil
07	Hostel Fees	12000	12000
	Sub total	46150	47510
	GST – 18%	8307	8552
	Total	54457	56062
08	CMAI Fees with 18% GST	3143	4238
09	Medical Fees	1500	1300
10	Books	1200	Nil
11	Mess Deposit – Refundable	3000	Nil
	Total	8843	5538
	GRAND TOTAL	63300	61600

The total amount of fees for the first year has to be paid at the time of admission and that for the 2nd year, at the beginning of second year.

1.9 Interest Free – Education Loan

Interest free loan scholarship from the institution may be given to deserving candidates. This should be refunded in instalments after completion of the course, during the internship/serving period.

1.10 Text Book:

The prescribed text book and record note books will be provided at the actual cost.

1.11 Uniform:

Students have to buy two sets of uniform.

- For Girls: Maroon churidar top & bottom with white overcoat.
- For Boys: White shirt, black pant and white overcoat.



2. DIPLOMA IN MEDICAL RECORD TECHNOLOGY



This is a two-year diploma course designed to give training in Medical Records Department recognized by the Christian Medical Association of India New Delhi. The student is expected to have a clear understanding about the functions of medical record professionals in providing health information in a hospital, to become proficient in maintaining medical records on par with the current standards, to develop the expertise in compiling hospital and patient care statistics and have a basic understanding of the legal aspects of medical records.

The main objective of the course is to upgrade technical skills/work efficiency in the core areas of health facility management. It covers management of inpatient and outpatient medical records and department registration services, also involving modules of coding of diseases and diagnostic indexing as per ICD 10. Additionally, the course covers legal issues related to medical records, audits by relevant agencies like NABH, accuracy in filing, retrieving and maintaining records.

This MRT course includes theory lectures and practical training both in classroom situation and in the medical records section of the hospital. Classes are taken in English. Examiners appointed by the Medical Records Training Committee of the Christian Medical Association of India conduct the examinations. The CMAI MRT Diploma will be conferred after the successful completion of the above examinations, required internship and the serving period. Every year we have an intake of 8 students for the course.



2.1 Eligibility for admission:

Pass in Higher Secondary 10+2 examination (12th Standard) or its equivalent. Students who have done other than science group in 10+2 course also are eligible to apply (any group). Knowledge of typing is desirable.

2.2 Details of the course:

- The duration of the course is 2 years followed by 6 months internship.
- Course usually commences in the first week of August.
- Medium of Instruction is English.

Selected candidates will be on probation for the first 2 months and if found unsuitable, will not be allowed to continue the course.

2.3 Syllabus

First Year

1. Medical Record Science

2. Para Clinicals
 - Anatomy and Physiology
 - Laboratory Science
 - Pharmacology
 - Pathology
3. Hospital Statistics and General Statistics
4. Communication Skills in English

Second Year

1. Medical Terminology
2. ICD Coding and Indexing
3. Computer Science and Medical Legal Cases
4. Hospital Organization and Administration
5. Project work

Students are required to do a project work in another hospital and should present the record to the Board – Controller of Examination.

2.4 Examination

Part I – Theory examination and viva at the end of 12 months – 1st year

Part II – Theory examination, practical and viva on project at the end of 2nd year

These examinations will be conducted by the Medical Record Technologist Training Committee of CMAI, New Delhi. Minimum marks to pass the board examination would be an aggregate of 50%, both in theory and viva. But for the subject ICD coding and Indexing minimum pass mark is 60%.

2.5 Leave Rules

80% attendance is mandatory for appearing for examinations. Loss of attendance of more than 10 continuous days during the course will disqualify the student to sit for the final examination.

2.6 Internship and Service Obligation

After successful completion of the course all candidates are required to undergo 6 months of internship during which a stipend will be given.

After the internship, candidates are to serve for further period of one year if the institution requires. They will be paid staff salary during service obligation period.

2.7 Discontinuation of Training / Internship / Serving Period

Fees paid on admission will not be refunded on any account. If any candidate voluntarily discontinues the course before completion, he/she will be required to pay the fees for the whole course. Those who voluntarily discontinue the internship/serving period will be required to pay compensation as decided by the authorities.

2.8 MEDICAL RECORD TECHNOLOGY COURSE FEE 2022- 23

(ALL FEES ARE SUBJECT TO CHANGE)

S.No	PARTICULARS	1 st year	2 nd year
01	Tuition Fees	17750	18200
02	Recreation & Retreat	1450	3300
03	Administrative Fee	2700	2700
04	Graduation & Alumni fee	Nil	1700
05	Computer Fees	Nil	2300
06	Hostel Fees	12000	12000
	Sub Total	33900	40200
	GST – 18%	6100	7236
	Total	40000	47436
07	CMAI Fees with 18% GST	6000	4964
08	Medical Fees	1500	1300
09	Books	1700	1900
10	Mess Deposit – Refundable	3000	Nil
	Total	12200	8184
	GRAND TOTAL	52200	55600

The total amount of fees for the 1st year should be paid at the time of admission and for 2nd year, at the beginning of 2nd year.

2.9 Interest Free – Educational Loan

Interest free loan scholarship from the institution may be given to deserving candidates. This should be refunded in instalments after completion of the course, during the internship.

2.10 Text Book

The prescribed text books will be provided at the actual cost.

2.11 Uniform:

Students have to buy two sets of uniform on their own

- For Girls: Lavender churidar top & bottom with white overcoat.
- For Boys: Lavender shirt, black pant and white overcoat.



3. DIPLOMA IN MEDICAL RADIOLOGY AND IMAGING TECHNOLOGY (DMRIT)

Diploma in Medical Radiology and Imaging Technology (DMRIT) is a two and half year Diploma Course started in 2004 which is intended to give training in taking X ray of human body, radiographic techniques, radio diagnosis and related modalities. Basic training in MRI and CT scanning is also provided. Course includes theory, lectures, tutorial demonstrations and practical work. Every year we have an intake of eight (8) candidates on the basis of academic qualification, interview and medical fitness. CMAI Medical Radiology and Imaging Technology diploma will be conferred after the successful completion of academic examination.



3.1 Eligibility for admission:

Pass in Higher secondary 10+2 examination (12th) or its equivalent with Physic and English as subjects. Candidates must complete 17 years on or before 31st December 2022.

3.2 Details of the course

- Duration of the course- 2 yrs and 6 months including 6 months internship.
- The course commences usually in September
- Medium of instruction will be English.

3.3 Syllabus

First Year

- Paper I – Basics of Medical Education Technology Research and Communication
- Paper II- Anatomy, Physiology and Pathology
- Paper III- Basics of Radiological Physics
- Paper IV- Radiographic Imaging
- Paper V- Physics of Conventional Radiological Equipment
- Paper VI- Practical & Viva-voce

Second Year

- Paper VII- Physics of Modern Imaging Modalities
- Paper VIII- Hospital Practice & Care of patient
- Paper IX- Radiographic Technique in Routine Procedures
- Paper X- Radiographic Technique in Special Procedures
- Paper XI- Quality Assurance and Radiation Safety
- Paper XII- Practical & Viva Voce



Practical Work

An average of six hours per day is required under the supervision of a qualified technologist. Record books have to be maintained by all students.

3.4 Examination

Examination of each subject consists of two parts, Part I containing questions involving short answers and definitions for forty marks and Part II consisting of relatively long questions for sixty marks. Duration of each paper (Part I and II together) is three hours. Pass mark for each section shall be 50%.

Practical and Oral Exam

At the end of each year, practical and viva voce examination will be conducted. Each student will need to submit practical record book during the exam.

3.5 Leave Rules

Total working days including examination period in an academic year shall be 270. Minimum attendance requirement (subject wise) 85%. Any one exceeding the leave limit will not be allowed to sit for the examination but may appear for the supplementary exam conducted few months later.

3.6 Internship and Service Obligation

The candidates have 6 months of mandatory internship after completion of 2 years of study. The candidates are to serve for a further period of one year if the institution requires. A written undertaking to this effect has to be submitted at the time of admission.

3.7 Discontinuation of Training Period/ Internship/ Service Obligation

Fee paid on admission will not be refunded on any account. If any candidate voluntarily discontinues the course before completion, he/she will be required to pay the fees of the whole course. Those who voluntarily discontinue the internship/ serving period will be required to pay compensation as decided by the authorities.

3.8 MEDICAL RADIOLOGY & IMAGING TECHNOLOGY-COURSE FEE 2022- 23

(ALL FEES ARE SUBJECT TO CHANGE)

S.No	PARTICULARS	1 st year	2 nd year
01	Tuition Fees	19000	20200
02	Recreation & Retreat	1450	2950
03	Administrative Fee	2900	2900
04	Graduation & Alumni fee	Nil	1700
05	Computer Fees	2300	Nil
06	Hostel Fees	12000	12000
	Total	37650	39750
	GST – 18%	6777	7155
	Total	44427	46905
07	CMAI Fees with 18% GST	3473	4295
08	Medical Fees	1500	1300
09	TLD	1100	1000
10	Mess Deposit – Refundable	3000	Nil
	Total	9073	6595
	GRAND TOTAL	53500	53500

The total amount for the first year has to be paid at the time of admission and that for the second year at the beginning of second year

3.9 Educational Loan

Interest free loan scholarship from the institution may be given to the deserving candidates. This should be refunded in instalments after the completion of course during the serving period

3.10 Text Book

The prescribed text books will be provided.

3.11 Uniform:

Students have to buy two sets of uniform.

- For Girls: Churidhar with white top & grey bottom with white overcoat.
- For Boys: White shirt, grey pant and white overcoat.



LAST DATE OF ISSUING AND RECEIPT OF FILLED UP APPLICATION FORM IS

AUGUST 03rd, 2022 BEFORE 5pm

APPLICATIONS RECEIVED AFTER THE LAST DATE WILL BE REJECTED



The filled-up application should be sent to the address below:

The Tutor Incharge

Department of Radiology

Christian Fellowship Hospital,

Oddanchatram – 624 619.

Tamil Nadu.



CHRISTIAN FELLOWSHIP HOSPITAL ODDANCHATRAM

Dindigul District, Tamil Nadu. – 624 619.



Application form for Allied Health Courses.

For Official use only	
Application No:	Date of issue:
Date of receipt:	

Passport Photo

Application to be filled only by Applicant's own handwriting:

Mention by numbers (1st 2nd & 3rd) your priority of "Course Choice" in the right side column, if you apply for more than one course:

S.NO	COURSE NAME	CHOICE
1.	Diploma in Medical Laboratory Technology	
2.	Diploma in Medical Record Technology	
3.	Diploma in Medical Radiology & Imaging Technology	

Fee paid: Rs.300/- (regular application) Rs.450/- (online application).DD/Cash Receipt /Transaction No..... Bank Date.....

1. Name in capital letter :
(as in School Certificates)
2. Date of Birth :
3. Religion:
(If of Christian faith, attach church membership certificate)
4. Name of Father/Guardian:
5. Occupation :
6. Address to which communication should be sent (with Pin code)
.....
.....
7. Relationship to guardian :
8. Parent/Guardian Phone number :
9. Email ID:Applicant's Mobile No:
10. Language Spoken :
11. Have you applied previously here? Yes/No. If yes, which year?

12. Has anyone else from your family applied for any course here this year? Yes/ No. If yes

Name:Relationship:Course:

13. EDUCATIONAL QUALIFICATION:

Qualifying exam	Year of passing	University/ Board	Name of the School	Subjects in qualifying exam
10 th				
+2 or equivalent				
Other qualification if any				

14. REFERENCES: Name and full address of:

a. Principal of the High School / College you attended last:

.....
.....

DECLARATION

I declare that all the matters mentioned by me in this application form are true to the best of my knowledge and belief. I hereby agree to abide by the rules and regulations as given in the prospectus and such other rules which may be introduced from time to time. I promise to abide by the decisions that may be taken by the authorities in case I violate any of the rules and regulations.

Date:

Signature of the Applicant

DECLARATION BY PARENT / GUARDIAN

IFather/Mother/Guardian of declare that I shall meet all expense of while he/she is undergoing training in Christian Fellowship Hospital, Oddanchatram.

I agree to abide by the decisions of authorities, in case my son/daughter violates any of the rules and regulations of the institution.

Date:

Signature of Father / Mother / Guardian

Enclosures to be sent along with filled application form:

1. Certified photocopies of Transfer Certificate (TC)
2. Photocopies of SSLC (10th) and HSC(+2) mark list
3. Recent Physical fitness certificate from a recognized Physician (Medical Doctor)
4. Self-addressed envelope, stamped Rs.25/-
5. A statement of about two pages in English about your family and your ambition in your own **hand writing**.
6. Character certificate preferably from Principal of the School / College you attended last.
7. If of Christian faith, church membership certificate
8. Demand Draft/Copy of Cash Receipt/Copy of Transaction receipt for the prescribed fee. For all bank transfer/online transactions, transaction receipt with transaction number is mandatory.