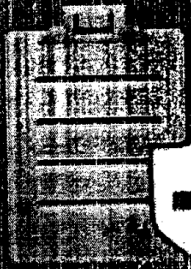


# RAMA INSTITUTE OF PARAMEDICAL SCIENCES

A Short-term course of

# PHLEBOTOMY ASSISTANCE

2021



- # 3-months duration course.
- # Certificate will be provided.
- # eligibility for BMLT, DMLT, Nursing, Pharma & MMLT.
- # Short duration skill based training program



Organised by:-  
Dept. Of Medical Lab. Technology

Rama Institute of Paramedical Sciences  
Rama University, Kanpur



# OFFICE OF THE PRINCIPAL & DEAN

Rama Institute of Paramedical Sciences

**RAMA UNIVERSITY, UTTAR PRADESH**

Rama City, G.T. Road, Mandhana, Kanpur - 209217

Ref No: RIPS/NOTICE/2021

Date: 15/11/2021

## MEETING NOTICE

This is to inform all Faculty of Paramedical Sciences that a meeting will be held in Principal office on 15 November 2021.

**Meeting agenda:** - Phlebotomy Assistance

**Day:** - Monday

**Date & Time:** - 15-11-2021 & 1:00 PM

**Place :-** Principal office

Principal & Dean

Faculty of Paramedical Sciences

RAMA Institute of Paramedical Sciences

Principal & Dean

Rama Institute of Paramedical Sciences

Rama City, G.T. Road, Mandhana

Kanpur-209217



# OFFICE OF THE PRINCIPAL & DEAN

Rama Institute of Paramedical Sciences

**RAMA UNIVERSITY, UTTAR PRADESH**

Rama City, G.T. Road, Mandhana, Kanpur - 209217

Date: 1/12/2021

## MINUTES OF MEETING

A meeting of the Faculties of Paramedical Sciences was held on 1 December 2021 at 1 PM for the following.

**Agenda:** - Phlebotomy Assistance

**Day:** - Wednesday

**Date & time:** - 1/12/2021 & 1:00 PM to 2:00 PM

**Place:** - principal Office

### **Discussion points**

- Short-term course will going to start by BMLT Department on 1<sup>st</sup> December 2021.
- It is necessary to all the students will attend short-term course.

Below named faculty members were present and conformation of minutes of meeting made.

1. Dr. Devendra Trivedi
2. Dr. Gaurav Mishra
3. Mrs. Swastika Singh Chandel
4. Dr. Manjit Kumar
5. Dr. Kuldeep Dixit
6. Dr. Minhaj Tahir
7. Dr. Tahzeeb Fatima
8. Dr. Gulwish Sadique
9. Dr. Nidhi Shukla

**Principal & Dean**

**Faculty of Paramedical Sciences**

**RAMA Institute of Paramedical Sciences**

**Principal & Dean**

**Rama Institute of Paramedical Sciences**

**Rama City, G.T. Road, Mandhana**

**Kanpur-209217**

# Rama Institute of Paramedical Sciences

## Rama University, Kanpur

List of Successful candidates who completed their short term course of  
"Phlebotomy Assistant" at Rama Institute of Paramedical Sciences conducted from  
01.12.2020 to 28.02.2021.

| S.no. | Candidates          | Father's Name         |
|-------|---------------------|-----------------------|
| 1     | Abhishek Kashyap    | Lt. Hari Ram Kashyap  |
| 2     | Akash Gupta         | Ajay Kumar Gupta      |
| 3     | Ankur Sarin         | Jay Govind            |
| 4     | Ana Yardi           | Ranjeet Singh         |
| 5     | Awdhesh Kumar       | Surendra Kumar        |
| 6     | Devendra Kumar      | Deshraj singh         |
| 7     | Dhanendra Rathore   | Ramdas Rathore        |
| 8     | Divyanshu Yadav     | Ranveer Singh Yadav   |
| 9     | Hemanshu Dubey      | Kamlesh Dubey         |
| 10    | Rupali Kumar        | Radhy Lal             |
| 11    | Kaushal             | Amarit Lal            |
| 12    | Manohar Kumar       | Jay Prakash Thakur    |
| 13    | Meghna Mishra       | Vikas Kumar Mishra    |
| 14    | Mohd. Kashaf        | Mohd. Mufeez          |
| 15    | Mohit Tiwari        | Vimal Tiwari          |
| 16    | Nitin Kumar Maurya  | Krishna Kumar Maurya  |
| 17    | Nitya Mishra        | Rajnish Mishra        |
| 18    | Naveen Mahto        | Jawahar Lal Mahto     |
| 19    | Rohit Kumar         | Dinesh                |
| 20    | Sajan Ali           |                       |
| 21    | Shivam Srivastava   | Devendra Srivastava   |
| 22    | Santosh Vishwakarma | Swamideen Vishwakarma |
| 23    | Subhash Chandra     | Radhey Shyam          |
| 24    | Sujan Singh         | Sohan Lal             |
| 25    | Udit Yadav          | Subhash Chandra       |
| 26    | Vimal Kumar         | Shripal               |
| 27    | Vinod Kumar         | Lt. Rajesh Gautam     |
| 28    | Virendra Singh      | Vishnu Prakash        |
| 29    | Zeeshan Ahmad       | Mohammad Iftexhar     |

*Swastika*  
 (Swastika Singh Chandel)  
 Course Co-ordinator.

*[Signature]*  
 Principal & Dean  
 Rama Institute of Paramedical Sciences  
 Rama University, Kanpur

Principal & Dean  
 Rama Institute of Paramedical Sciences  
 Rama City, G.T. Road, Mandhana  
 Kanpur - 200021



OFFICE OF THE PRINCIPAL & DEAN, FACULTY OF PARAMEDICAL SCIENCES  
 RAMA UNIVERSITY, UTTAR PRADESH, KANPUR

TIME TABLE FOR SHORT TERM COURSE

| DAY/TIME  | 9-9:50 AM | 10-10:50AM | 11-11:50 AM | 12-12:50 AM | 1-2 PM | 2-2:50PM | 3-3:50PM |
|-----------|-----------|------------|-------------|-------------|--------|----------|----------|
| Monday    |           |            |             |             |        |          |          |
| Tuesday   |           |            |             |             | L      |          |          |
| Wednesday |           |            |             |             | U      |          |          |
| Thursday  |           |            |             |             | N      |          |          |
| Friday    |           |            |             |             | C      |          |          |
| Saturday  |           |            |             |             | H      |          |          |
| Sunday    |           |            |             |             |        |          |          |

PHLEBOTOMY ASSISTANCE

PHLEBOTOMY ASSISTANCE

Principal/Dean  
 Rama Institute of Paramedical Sciences  
 Rama City, G.T. Road, Mandhana

## SHORT TERM ATTENDANCE PHLEBOTOMY ASSISTANCE

| S.NO. | NAME OF STUDENTS    | 05-12-2020 (SAT) | 06-12-2020 (SUN) | 12-12-2020 (SAT) | 13-01-2021 (SUN) | 09-01-2021 (SAT) | 10-01-2021 (SUN) | 23-01-2021 (SAT) | 24-01-2021 (SUN) | 30-01-2021 (SAT) | 31-01-2021 (SUN) | 01-02-2021 (SAT) | 14-01-2021 (SUN) |
|-------|---------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 1     | Abishek Kashyap     | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 2     | Akash Gupta         | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 3     | Ankur Sachan        | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 4     | Anu Sachan          | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 5     | Awadesh Kumar       | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 6     | Devendra Kumar      | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 7     | Dharmendra Rathore  | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 8     | Divyanshu Yadav     | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 9     | Himanshu Dubey      | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 10    | Kapil Kumar         | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 11    | Kaushal             | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 12    | Manohar Kumar       | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 13    | Meghna Mishra       | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 14    | Mohd. Kashaf        | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 15    | Mohit Tiwari        | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 16    | Nitin Kumar Maurya  | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 17    | Nitya Mishra        | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 18    | Nivesius Mahto      | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 19    | Rohit Kumar         | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 20    | Sajan Ali           | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 21    | Shivam Srivastava   | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 22    | Santosh Vishwakarma | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 23    | Subhash Chandra     | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 24    | Sujan Singh         | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 25    | Udit Yadav          | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 26    | Vimal Kumar         | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 27    | Vinod Kumar         | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 28    | Virendra Singh      | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |
| 29    | Zeehan Ahmad        | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                | P                |

*Ripon*

Principal & Dean  
Rama Institute of Paramedical Sciences  
Rama City, G.T. Road, Mandhana  
Kanour-209217

2019

**ORDINANCES GOVERNING  
CAREER ORIENTED SHORT TERM COURSES**

**PHLEBOTOMY ASSISTANCE**

*Offered by*

*Department of PARAMEDICAL SCIENCES*

**Faculty of PATHOLOGY AND MICROBIOLOGY**

**RAMA UNIVERSITY UTTAR PRADESH, KANPUR**



Principal & Dean  
Rama Institute of Paramedical Sciences  
Rama City, G.T. Road, Mandhana  
Kanpur-209217

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**Part: 1**

**Ordinance Governing**

**Career Oriented Short Term Courses**

**Phelbotomy assistance**

## **I. General Provisions**

1. The program of study leading to Career Oriented Short Term Course (Certificate Program) of Phlebotomy assistance, Faculty of Paramedical sciences of Rama University Uttar Pradesh, Kanpur shall be of three weeks, and shall be basically for the persons who are having interest in this field or they want to build their career in labs . The program shall have the status of Add-on Skill Oriented Program under Career Oriented Short Term Course.
2. The Certificate programs shall have the status of "Short Term Courses" of Rama University Uttar Pradesh, Kanpur and shall be governed by the general rules of the Short Term Courses.
3. The intake to the Certificate Courses shall be 10-20 per batch, which in due course of time by a resolution of the University could be increased.
4. The Program of study leading to Career Oriented Short Term Course (Certificate Program) of the Rama University Uttar Pradesh, Kanpur shall be conducted in the Department of paramedical sciences under the Faculty of Pathology and Microbiology in the hours suitable and as decided by the Principal and faculty of paramedical sciences
5. The admission to Career Oriented Short Term Course (Certificate Program) shall be dealt with by the Dean, Faculty of Paramedical sciences. The last date for the receipt of the application form shall be fixed by the Dean of the Faculty.
6. The candidate seeking admission will have to apply on a prescribed format available from the University/ Faculty on payment of prescribed fee.
7. The candidate may be required to pay the processing fee as directed by the Faculty from time to time. No Application Form shall be considered for admission unless it is complete in all respects including attested copies of the photographs of the candidates containing his/her signature thereon and all necessary documents are attached thereto, such as:
  - a) Attested copies of mark-sheets of all the examinations passed;
  - b) Certificate from an appropriate authority certifying that the candidate belongs to Scheduled Caste/Scheduled Tribe/OBC or that the candidate is Physically Challenged.
8. The provisional admission to the Program shall be made in order of merit based or on the candidate's performance in TEST/GD/PI, and academic record.
9. The completed Application Forms for registration at Faculty of Paramedical sciences ,Rama University Uttar Pradesh, Kanpur along with documents required under ordinance at above point 6 shall be sent to the Registrar.

10. Provisional admission cannot be claimed by any applicant as a matter of right. The provisional admission or readmission of an applicant shall be entirely at the discretion of the Admission Committee, which may refuse to admit any candidate without assigning any reason thereof.

11. Provisional admission will be made strictly on combined merit and availability of seats on the date of admission and the mere fact that call letter has been issued shall not entitle a candidate to claim admission.

12. The candidate granted provisional admission shall deposit fee within the period prescribed by the Admission Committee failing which, the admission shall stand cancelled.

13. Provisional admission of a candidate is liable to be cancelled at any time:

i) If it is detected that, there is something against the candidate which would have prevented him/her from being admitted to the Program.

ii) If the candidate is found at a later stage to have provided any false information, and /or

iii) If he/she has been punished for an act of gross misconduct, indiscipline or an act involving moral turpitude.

13. There shall be an Admission Committee for Career Oriented Short Term Course(Certificate Programs) admission, constituted under the provisions of Ordinances and consisting of the Dean or his nominee. Admission shall be made in accordance with these ordinances and the rules made there under.

**A. Eligibility:**

i) The candidate seeking admission to Career Oriented Short Term Course must be essential 12<sup>th</sup> pass intermediate or equivalent with PSM, or PCB

**B. Intake & Reservations:**

The intake to Career Oriented Short Term Course shall be 10-20 per batch. The reservation in admission shall be as per rules.

Reservations:

SC Candidates 15 % of the intake ST Candidates 7.5% of the intake PC Candidates 3% of the intake (on horizontal reservation basis) OBC Candidates 27% of the intake

(a) The candidates seeking admission under the above categories must fulfill the minimum eligibility conditions and qualifying requirements.

(b) The SC/ ST/OBC candidates must enclose attested copy of the caste certificate along with their Application Form stating that the candidate belongs to SC/ST/OBC Category.

The following are empowered to issue SC/ST/OBC Certificates:

(I) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Addl. Deputy Commissioner/Deputy Collector /1st Class Stipendiary Magistrate/City Magistrate/Sub Divisional magistrate/ Taluka Magistrate/ Executive Magistrate /Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/ Addl. Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar.

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(v) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

(vi) Candidate must note that certificate from any other person/authority shall not be accepted in any case.

(c) 3% seats on horizontal reservation basis shall be reserved for Physically Challenged Candidates (i) 1% for Visually Impaired (ii) 1% for Hearing Impaired (iii) 1% for Orthopedically Handicapped. In case no candidate is available in any of the above three sub-categories, the unfilled seats shall be filled by the candidates belonging to the remaining sub-categories.

A candidate applying under PC category must attach a certificate by CMO, District Hospital. However, he/she will be considered under PC category only after verification from the University Medical Board. Admit cards for admission shall be issued to such candidates only on production of the above-mentioned verification certificates from the Medical Board constituted by the University for the purpose.

(d) Separate final merit list will be prepared for the candidates under each of the above categories.

(e) Vacant seats reserved for SC/ST/OBC candidates, if any, may be filled up as per rules.

#### **B. Course Fee:**

a) The Program will run as a Short Term Course of Study as prescribed under the Career Oriented Short Term Course (Certificate Programs) of Rama University Uttar Pradesh, Kanpur.

b) The registration fees for the course is 500 rs. The Short Term Course fees is INR 1000 rs

## **II. ADMISSION PROCEDURE**

1. Admission to Career Oriented Short Term Course (Certificate Programs) shall be made in order of merit.
2. The admission process may be reviewed as per need from time to time.
3. The course will be commenced in September , the dates will be released shortly
4. students would be required to fill a registration form and a registration fees of 500 and submit, and then the required notice will be provided to them.

## **III. CONDUCT OF THE COURSE**

1. To qualify for the Career Oriented Short Term Course(Certificate Programs), the candidate must submit the assignments/projects as contained in the Course structure / syllabus detailed herein after.

## **IV. ATTENDANCE RULES**

- (a) A student is required to have full, i.e., 100%, attendance and exemption up to 25% can be considered for specific cogent reasons. Out of this 25%, only 10% exemption will be permitted without taking any application from the student. Rest 15% exemption may be given by the Dean. The cogent reasons for exemption are given below:
  - b) No relaxation beyond 25% shall be considered in any case.
  - (c) The attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins.
  - (d) There shall be an Attendance Monitoring Committee in the Faculty under the Chairmanship of the Dean.

## **Part: 2**

### **Course Detail**

#### **Career Oriented Short Term Courses.**

## **ASSISTANCE IN PHLEBOTOMY**

### **I. COURSE STRUCTURE AND EVALUATION:**

Candidates for the Career Oriented Short Term Course(Certificate Programs) for phlebotomy will have no examination, the course is based on training and evaluation only.

#### **Course Structure**

The Career Oriented Short Term Course (Certificate Programs)duration may vary on the basis course category. A student is required to complete the syllabus offer Certificate Program as per the details given below.

The programme aims at making a student competent to perform the following skills.

- Demonstrate the ability to collect ,storage transport ,receive accept ,reject and store blood.
- Practice infection control measures including collection, segregation ,storage ,transportation and disposal of biomedical waste in the lab/unit ,technique to maintain personal hygiene and use of PPE at the work place .
- Shall be able to create ,type , investigation reports on computer and send receive through email.
- Demonstrate basic life support measures and first aid in event of emergencies.

### **ABOUT THE COURSE ORGANISATION AND CONTENT**

- This course is apart of a new academic program which includes
- Three months package of hands on skill practical training in medical pathology labs,microbiology labs ,blood banks ,collection points ,e labs hospital indoors ,homes and deparment of medical lab technology,paramedical institute under the supervision of trained teachers (Academic Councillors).Intial computer knowledge with sending receiving printing invesyigation reports shall be a part of curriculum.
- The certificate course in phlebotomy assistance consists of three sessions.Course are designed on the basis of the learning hours required by an average student.The 1<sup>st</sup> session will be conducted at the department of medical technology lab, faculty of paramedical sciences for a month duration and second contact session is further divided into posting inwards ICU,NICU HDU,casuality and hospital pathology in medical college hospital.There will be theory classes in the paramedical college besides practical training which will help students to get good remuneration package job prospects.
- This programme will be able to provide skilled hands to job market and community.
- Community needs such professionals, with increasing load and diseases , providing health care at door step will be a great help.

### **DURATION:**

- Total 3months

### **REGISTRATION FEES:**

- INR 500

### **COURSE FEES:**

- INR 1500

**INSTRUCTOR:**

- Dean/HoD will decide as per availability.

**ELIGIBILITY:**

- Essential 12<sup>th</sup> pass with PCM or PCB

**COURSEWARE:**

- The text material consists of 1 practical manual, 1 logbook 1 programme guide and 2 theory assignment

**MODE:**

- Class room lectures, lab and hospital posting

**EVALUATION SYSTEM:**

- Based on training and evaluation


**EMPLOYMENT OPPORTUNITY:**

- This 3 months hands on skill practice course will help in practical training and dealing with children of pediatric age group, adult age, and geriatric age with extreme care ,get students good acements remuneration packages and placements, and community will get good people skilled personnel



**CERTIFICATE:**

Serial No. **1012**

 **RAMA UNIVERSITY**  
www.ramaindia.com

**CERTIFICATE OF SHORT TERM COURSE**

This is to certify that

Mr. / Ms. ANKUR SACHAN has successfully completed  
more than 30 hrs short-term course on "  
PHLEBOTOMY ASSISTANCE"  
conducted from 01.12.2020 to 28.02.2021 in the department  
of MEDICAL LAB TECHNOLOGY Faculty of PARAMEDICAL SCIENCES

Dean, Faculty of PARAMEDICAL SCIENCES Registrar/Controller of Examinations