



**SANCTUM ALLIED HEALTH SCIENCES  
AND  
RESEARCH INSTITUTE (SAHSARI)**

*redefining MLT education*

# PROSPECTUS





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# SANCTUM ALLIED HEALTH SCIENCES AND RESEARCH INSTITUTE ( SAHSARI )

A unit of SANCTUM GROUPS Trust, Regd. No. 628/2022, Govt. of Manipur

Affiliated to All India Allied Health and Paramedical Sciences (Central Board) Delhi

Approved and Recognised by BSSVE, Govt. of India and Paramedical Council India, New Delhi

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SECTION I

**ABOUT  
SAHSARI INSTITUTE**

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## Message from the CHAIRMAN, SANCTUM GROUPS TRUST

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*Dr. Napoleon Huidrom*

Dear students,

It's a great privilege to start up Sanctum Allied Health Sciences and Research Institute (SAHSARI) in its aim to bring higher as well as quality education in the paramedical sector and play its part in the upliftment of the health care sector of our community and the state in whole.

Having its utmost important role in various health care sectors as in hospitals, laboratories and clinics, our main emphasis is on upbringing paramedicals with good apt knowledge and skills by imparting the much needed basic teachings under a proposed curriculum and schedule.

So, join us, explore and fulfil your dreams with a better career prospect. Here are our heartfelt wishes to all the students for excellence in the field.

*Napoleon Huidrom*

Chairman,  
Sanctum Groups Trust

## Message from the MANAGING DIRECTOR, SANCTUM GROUPS TRUST

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*Dr. Thalassa Huidrom*

It's my pleasure to welcome and be thankful to all the parents and my dear students for joining the Sanctum Allied Health Sciences and Research Institute (SAHSARI) as a choice for a better career prospect.

The institute is all set to bring out the full potential for each and every student by providing proper guidance to imbibe advanced knowledge and skills in the field of paramedical for their excellence in their career in future.

The Institute appoints well qualified, highly experienced, dedicated and dynamic faculties to nurture the students in the best possible manner not only in imparting the paramedical technical knowledge but also improve their communication skills, moral values and also the sense of responsibility for the overall development of the students. We are confident that the students will definitely shine and have great career prospect in their times ahead.

A handwritten signature in black ink, appearing to read 'Thalassa Huidrom'.

*Managing Director,  
Sanctum Groups Trust*

## Message from the PRINCIPAL, SAHSARI

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*Dr. Salam Rojen Singh*

The vision of Sanctum Allied Health Sciences and Research Institute (SAHSARI) is to serve as an educational institution in the field of healthcare by providing higher education, skill development and the much needed hands on training to the newly inducted students of Medical Laboratory Technicians at the entry level so as to enable them to perform clinical laboratory procedures in a variety of areas including Haematology, Biochemistry, Microbiology, Immunology, Immunohematology, cytology and histopathology.

Our goal is to develop highly qualified professionals with in depth knowledge, skills and professional behaviours that is very much needed to perform effectively in a wide range of laboratory settings with an aim to fill in the lacunae in terms of the ever evolving challenges and increasing demands of efficient manpower in the health care sector of our state.

A handwritten signature in black ink, appearing to read 'S. Rojen Singh'.

*Principal,  
SAHSARI*

## Message from the DOCTOR

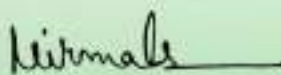
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*Dr. Telem Nirmala Devi*

My hearty congratulations to the management and faculties of Sanctum Allied Health Sciences and Research Institute (SAHSARI) to step up and come forward with a clear vision and enthusiasm in order to provide the much needed quality education in the paramedical field of our state at a very critical juncture.

To fill in the voids of qualified paramedics in various health care sectors, I believed that the institute will definitely leave no stones unturned and will live upto the expectations of lots. I wish for a bright future of this institute and immensely hopeful that their students will clearly make a mark in terms of quality.



*State Microbiologist*



# **ADMINISTRATION**

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**MANAGING DIRECTOR**

**Dr. Thalassa Huidrom**

**PRINCIPAL**

**Dr. Salam Rojen**

**CO-ORDINATOR**

**Dr. Elizabeth Huidrom**

**ACCOUNTANT**

**Huidrom Mangi Singh**

## FACULTY

### Principal



Name: Dr. Rojen Salam  
Qualification: MD Biochemistry  
Regional Institute of Medical Sciences (RIMS) Imphal  
University: Manipur University

### Lecturer



Name: Mrs. Hidam Sunanda Chanu  
Qualification: BSc MLT  
Down Town College of Allied Health Sciences, Panikhaiti, Assam  
University: Srimanta Sankaradeva University of Health Sciences, Guwahati, Assam



Name: Miss Nirmala Devi Kharibam  
Qualification: BSc MLT  
Down Town College of Allied Health Sciences, Guwahati, Assam  
University: Assam Down Town University, Panikhaiti, Guwahati, Assam



Name: Miss Laishram Lucy Devi  
Qualification: BSc MLT  
ITD Nursing and Health care Research Institute, Imphal, Manipur  
University: Himalayan University, Itanagar, Arunachal Pradesh

### Tutor



Name: Miss Roshina Thokchom  
Qualification: DMLT, Thangjing Institute of Medical and Paramedical Research Centre, Imphal, Manipur  
University: Central Kolkata Medical and Technological Research Institute and BSAM, Kolkata (West Bengal), India

### Visiting lecturer:

Consultant Pathologists, Microbiologists and Biochemists and experts for various related subjects like Anatomy, Physiology etc. available to impart their valuable knowledge to the students of the institute.

## ABOUT US

*"The best brains of the nation may be found on the last benches of the classroom-  
Dr. A.P.J. Abdul Kalam"*

Sanctum Allied Health Sciences and Research institute (SAHSARI) is established in the year 2023 with a vision to fulfil the demands of the ever evolving health care sector and the much needed manpower in our state which is run under SANCTUM GROUPS Trust with Regd.no.628/2022, Govt. of Manipur.

### AIMS AND OBJECTIVE

The institute aims at training and developing highly qualified professionals with in depth knowledge, skills and professional behaviours that is very much needed to perform effectively in a wide range of laboratory settings with an aim to fill in the lacunae in terms of the ever evolving challenges and increasing demands of efficient manpower in the health care sector of our state.

The main emphasis is on upbringing paramedicals with good apt knowledge and skills by imparting the much needed basic teachings under a proposed curriculum and schedule.

The successful candidates from the institute will be provided the opportunity of job placement which is also a social responsibility of the institute to curb the problem of unemployment in the state.

### RECOGNITION AND APPROVALS

The unit has obtained its recognition and approval from Bharat Sevak Samaj (BSS) which is a National Development Agency, Established in 1952, by Planning Commission, Government of India to ensure public co-operation for implementing Government plants.

The Institute is also affiliated to All India Allied Health and Paramedical Council, New Delhi and recognised by Paramedical Council of India (Central Board, Delhi)

### OBJECTIVES

Our training programmes will be focussed in actively contributing towards the higher education and skill development of the students in meeting all the challenges in the field of Paramedical Science by imparting knowledge and practical education based on the curriculum and syllabus laid down by BSS.



## **COURSE DETAIL**

### **Course**

- Diploma in Medical Laboratory Technology (DMLT)
- Duration of Course : 2 years

### **Eligibility criteria**

- For diploma course: 10 or 10+2 or equivalent examination with PCB/M with minimum 40% aggregate marks.

## **ADMISSION**

### **HOW TO APPLY**

#### **Mode of application**

- Admission will be periodically notified in local and regional Dailies
- Interested candidate may collect Prospectus from SAHSARI office
- Duly filled in application form with relevant documents should be submitted at SAHSARI office on or before the last date.
- Candidate will have to face an interview for selection in the SAHSARI.
- The decision of the selection board SAHSARI in the regard will be final and binding for all.

#### **Guidelines for filling the application form**

- The application form must be filled in by the candidate only.
- It must be filled in Capital letters only.
- Affix six passports size photos and attested photo copies of all relevant documents.



## **Fee structure**

### **(a) For study course**

Duration – 2 yrs

Registration fees: Rs 5000 (one time)

Course Fee or Admission fee: Rs 50,000 per year (two times)

Tuition fee: Rs 1500 (monthly)

Exam form fill up: Rs 5000 (one time)

6 months of internship

### **(b) For Hostel**

Hostel admission fee: Rs 5000 (one time)

Hostel/Mess fee: Rs 6000 monthly

## **Easy payments and instalment facility:**

Students who are interested in pursuing the courses offered can easily avail our easy payments and instalment facilities. This is in view of easing out the difficulties of students who hail from middle to low income group of families. With this facility we hope, students can fulfil their dream of higher studies with less financial constraints and hiccups.

The following facility can be availed by the students who are eligible for the plan:

### ***Special offer:***

10% of admission fee will be waived off on full payment for the whole course fee.

### ***Easy Payment Facility:***

70% of the course fee at the time of admission.

The remaining balance can be paid off in two instalments of equal amounts in 24 months

### ***Easy Instalment Facility:***

40% of the course fee at the time of admission.

The remaining balance can be paid off in three instalments of equal amounts in 12 months.

## FACILITIES

SAHSARI provides ambient facilities for comfort of the students and staffs.

### Classroom

The well designed classrooms are spacious, well lit and ventilated and have lavish sitting facilities with modern teaching aids like white board, projectors, OHP, etc.



### Practical room

SAHSARI has laboratories equipped with infrastructures with minimum standards enough to train the paramedical students and provide them the best practical hands on experience.



### Library

SAHSARI has got a spacious library which is provided with all the essential and supplementary books, related magazine and other reading materials and is open to students for 24 hours.





## Hostel Facilities

- The institute has spacious well-furnished hostels with adequate bathrooms and toilets separate for boys and girls.
- Boarders will be in dormitories.
- The hostel will be under the care of a resident warden/care taker who will keep in close liaison with the parents.
- The hostel will have a regular hour of supervised study and common rooms with recreational facilities.
- The hostel provides 24 hour uninterrupted running tap water and electricity for the comfort of the students.
- The hostel is provided with a mess hall along with a canteen.
- Facility for doctor consultation is available as and when need arises for the students.
- 24 hour security service is provided with CCTV monitoring and surveillance.
- Hostel fees ones paid will not be refunded.
- **Requirement of Articles to be brought by the student at the time of joining hostels**
  1. Mattress
  2. Bedsheet
  3. Plate
  4. Tray
  5. Mug
  6. Glass
  7. Bucket
  8. Other materials



## COLLABORATION AND LABORATORY SUPPORT

SAHSARI is tied up with Kayaat Diagnostics and Gamma SR Healthcare Pvt.Ltd. RIMS road, Imphal west, Manipur under a Memorandum of Understanding signed on May, 2022 to provide the much needed hands on training for the students.

The labs provide hands on training in the following specialities:

- *Haematology*
- *Clinical Pathology*
- *Clinical Biochemistry*
- *Microbiology and Parasitology*
- *Serology*
- *Blood Banking*
- *Cytology and Histopathology*



## Cultural and sports meet

SAHSARI is organizing a cultural and sports meet on its foundation day every year. This will allow the students to interact with each other and to participate and explore in various co-curricular activities beyond their technical knowledge and skills.



## GALLERY





SECTION II

# **RULES & REGULATIONS**

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## **Rules & regulation of the institution**

- All the students enrolled in SAHSARI shall abide by the rules and regulation adopted by the SAHSARI authority.
- The Management Committee of the SAHSARI deserves to change the rules and regulation and fees structure from time to time.
- Ragging will be strictly banned.
- Any undue external pressure and interference of public and any organization shall not be accepted by SAHSARI authority.
- All the decision of SAHSARI authority shall be enforced as rules and regulation for the SAHSARI.
- All the rules and regulations adopted by SAHSARI authority shall be strictly adhered in the interest of the students and the public in general.
- There shall be reservation for ST/SC/OBC/ Minorities and for General students.
- Students are not allowed to leave the institute premises during the school hours without obtaining proper permission from the principal.
- Consumption of alcohol, tobacco and its related products in any forms or use of any additives in the institute campus is strictly prohibited.
- Amount paid at the time of admission will not be refunded whether a student joins the institute or not.
- The institute authority will take all due possible care for all the items brought by the students but will not be responsible for any loss or damages etc.
- No visitors other than the parents or local guardians duly appointed by the parents of the students are allowed to visit the students.
- Any communication or suggestion or complain to be made by the parents or guardians regarding the academic or hostel and any other matter related to the institute should be addressed to the Managing Director, SAHSARI in written.
- All the students shall have to pay fees in time to avoid late fees and other penalties.
- All fees are payable only at the counter of the office at SAHSARI.
- Parent and guardians are also bound by the institute rules which may be changed from time to time and the decision of the institute authority will be the final.
- The institute authority reserves every right to increase boarding fees or charges subject to market pricing of the essential commodities and other consumables from time to time.
- Mobile will not be entertained during class hours.
- Strict disciplinary action and fines will be imposed to students leaving the institute without any prior information or permission from the authority.
- Students will be allowed to attend social function or gathering with permission from the authority, SAHSARI.
- Students should not bring costly items like Jewellery, Camera, Transistor, etc, inside the institute premises.

- Leave of absence will be granted only when a written application duly signed by the parent or local guardian is submitted for unavoidable circumstances.
- The institute will not held responsible in any untoward incident of a student after leaving the institute premises without any prior information or permission and in such an event the student will be deemed expelled.
- Students who remain absent from attending class for more than 10 days consecutively without leave letter will be marked left and such student will be allowed to attend the class only after obtaining a written permission from the Managing Director, SAHSARI.
- Medical Certificate from a recognized medical practitioner needs to certify that a student is medically fit and apparently free from any diseases or infirmity.
- Mess will be run under the care and strict supervision of an experience mess manager for providing well balanced and hygienic food to the students at regular timing as scheduled.
- Parents who take admission for 2 or more children may deserve concession and such parent shall be exempted from paying monthly tuition fee of his children as per the rules and regulations of the management.
- Parents / guardians under the influence of alcohol will not be allowed to enter the institute premises.
- Every student must take part in games and sports and other co-curricular activities unless he/she is medical unfit.
- Parents should bring to the notice of the institute authority at the time of admission if any student is suffering from diseases or ailments such as epilepsy, asthma, TB, cancer or any known communicable and non-communicable diseases otherwise the student may likely be expelled from the institute without refunding any fees when the authority come to the notice about a student following an untoward incident or event.
- Strict observance of the above rules is important and necessary, for any violation of the above will result in expulsion of the student and the parents will be informed to withdraw their student at once.

### **Identity card**

- Every student will be issued an identity card and should be able to produce it when requested while being at the institute and its learning centre(s) .
- The identity card issued to a student is institute specific and they will have the privilege to utilize the facilities provided to them in the institute and its learning centre(s) on reproducing it.
- In case of loss of an identity card, a duplicate shall be issued at a specified cost, subject to a written request from the student duly. The identity card is valid only for the duration of program prescribed by the authority.



## **Attendance**

- All students are expected to attend both theory and practical sessions.
- In case of unavoidable circumstances, the problem should be discussed with the respective learning centre.
- Students absent for more than 15 consecutive days without any prior notice or information in written will be declared drop-outs and their name will be struck off the rolls. In such an event, no claim for refund of fee will be entertained.
- All the students should mandatorily attend the conference and study tour programmes conducted by the institute without fail.

## **Payment of fee**

- It is the responsibility of the students and on the part of the parents/guardians to pay their fees in time within the deadline as communicated by the institution.
- The fee has to be paid before the starting of the semester/year as per the deadlines.
- In case the student doesn't pay the fee within the deadline, late fee will be charged as per the decision of the institution.
- In case the student doesn't pay the fee during the above mentioned period, the student will be deemed to have dropped the course and will not be allowed to continue the program/ appear exam. The said fee shall be cleared before the semester/year (exam) schedule.
- The fee is non-refundable and cannot be adjusted for subsequent semesters/year.

## **Centre transfer policy**

- A student is not permitted to take transfer to any other institution.

## **Internal assessment**

- The student will have to appear periodic tests and complete all assignments/ presentations given to them for the purpose of internal assessment.
- Students will be eligible for the final examination only if they secure minimum of 40% marks in the internals.
- Assignment given to students will have to be submitted within the specific time period.
- Evaluation of test/assignments by the faculty for the purpose of internal assessment will be final and binding on the students, unless over-ruled by the institution.

## **Final examination**

- Final Examinations will be conducted at the end of each semester/year.
- The exam schedule of final examination will be communicated to the students through notice boards.
- The grade of pass marks required is not less than 40% in each paper. Overall score will be calculated as follows:
  1. Internal Assessment – 25%
  2. External Assessment - 75%
- If the student fails to clear any of the examinations, he or she will be required to re-appear by paying a prerequisite exam fee which will be notified from time to time for each attempt whenever the exam is held, within the maximum duration of the course.
- The evaluation and marks declared for final examination will be binding on the student.

## **Award of certificate/diploma/degree**

- The Certificate/Diploma/Degree will be awarded to the student only if the student has acquired a pass grade in all the semester/year end examination within the maximum duration of the course.
- In case the student does not clear all the semester/year end examination in the maximum time as mentioned in the course details he/she will not be awarded any certificate/diploma/degree. In such condition no refund of fees will be entertained.

## **Discipline**

- Students are required to observe the decorum while attending any programmes.
- Students will not be allowed to enter the learning Institution and the centres, once they have completed the programme or have been expelled.

## **DRESS CODE**

### **Gents and Ladies:**

German Blue pant  
Light blue shirt (Bluish)  
German Blue Coat  
White Apron  
Black shoes (no sneakers or heels are allowed)  
Black Belt  
White shocks

## **SPECIAL PROVISIONS**

- Easy payments and instalment facility available for admission.
- Two siblings undergoing admission at the same time for a particular course will enjoy deduction of 10% on their admission fees.
- Hostel facility in the institute premises for girls only.
- Cash prize awards and citation for meritorious students.
- Reservation for SC, ST & OBC students.
- Free basic computer classes for all.



## Hostel Rules & Regulations

- Hostel stay compulsory for all the students staying beyond 5 kms from the institute.
- Hostel allotment shall be decided by the concern authority from time to time
- Hostellers should follow the daily routine of the hostel.
- Attendance will be taken two times in a day by the warden at 6 a.m. and 6 p.m.
- Any sick student should inform warden immediately without any delay.
- Hostellers should take care of their belongings and the institute will not be responsible for any loss or damage due to negligence.
- All the hostellers should bring the necessary materials like mattress, bed sheet, pillow, bucket, utensils etc.
- No visitors are allowed to go inside the room.
- Hostellers may leave the hostel only after getting permission from the Principal and on submitting the application letter duly signed by a parent or a local guardian to the warden.
- Hostellers should adhere to the rules and regulations of hostel strictly.

## Hostel visiting hour

- A visiting card will be issued to each student and their parents/guardian.
- Parents/guardians may visit the hostel between 10.00am to 1.00pm.
- Visitors are allowed to meet their children in the visiting room only.
- In case of any emergency visits, it can be arranged with the permission of the concerned authority.
- All parents/guardians should compulsorily bring the visitor's card on the day of the visit.
- In case of loss of visitor's card, a new card can be obtained on payment of fine and necessary documents.

## Ragging

- Ragging of any sort is strictly banned
- Any student found guilty of this offense will be liable for severe punishment including expulsion from the institution.

## Note:

- This prospectus carries an admission form. Students must go through the detailed instructions before filling the application.
- The provisions in the prospectus may be changed by the competent authority without any notice.
- For any clarification/dispute, decision of the SAHSARI authority shall be final and binding on all concerned.

## OUR TIED UP LABORATORIES



Kayaat Diagnostics, RIMS Road



Gamma SR Healthcare Pvt. Ltd, RIMS Road

### CONTACT US

### SANCTUM ALLIED HEALTH SCIENCES AND RESEARCH INSTITUTE

THE SANCTUM ESTATE,  
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NEAR HAOBAM MARAK GIRLS' HIGH SCHOOL,  
IMPHAL WEST, MANIPUR-795001

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