

GUIDELINES FOR OPENING UP OF DIPLOMA IN MEDICAL
LABORATORY TECHNOLOGY (DMLT) AND DIPLOMA IN
MEDICAL RADIATION TECHNOLOGY (DMRT) COURSES
IN ODISHA



Government of Odisha
Health & Family Welfare Department
Revised vide GO. No. ME-II-M-11/2015- 4574/H Dt. 14.02.2017

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1.0 Introduction to the Guidelines:

1.1 Key Features of the Guidelines:

- 1.1.1 These guidelines highlight the norms to be followed by the intending private parties to open up new institutions for providing Diploma in Medical Laboratory Technology (DMLT) and Diploma in Radiation Technology (DMRT) courses in Odisha.
- 1.1.2 It highlights the standards and requirements to be met by the applicant institutions for starting DMRT and DMLT courses in Odisha.

1.2 Objective and Applicability of the Guidelines:

- 1.2.1 Present guidelines are meant for the Applicants/Trust/Society who intends to start courses/training on DMLT and DMRT and obtain approval for starting new DMLT and DMRT courses.
- 1.2.2 This is omnibus guideline which supersedes all previous guidelines on this subject.
- 1.2.3 These guidelines shall be applicable to the technical institutions of Government, Government Aided and Private (Self-Financing) institutions that are either conducting or intending to open courses in the field of Medical Laboratory Technology and Medical Radiation Technology.

1.3 Duration of Effectiveness of the Guidelines:

- 1.3.1 These guidelines would remain in force till further notification / order of the Government issued in this regard.

1.4 Definitions

Unless the context otherwise requires

- 1.4.1 'Applicant' means the parties/Trust or any other registered society which applies to start/open a DMLT/DMRT Training School/Centre/Institution.
- 1.4.2 'Board' means the State DMLT and DMRT Board, Odisha duly constituted by the H&FW Department vide notification No. 31390/H Dt. 15.11.2013, for the conduct of examination, selection and publication result thereof for the DMLT/DMRT students.
- 1.4.3 'Council' means State DMLT and DMRT Council, Odisha duly constituted by the H&FW Department vide notification No. 31390/H Dt. 15.11.2013, for the registration, etc. for the DMLT and DMRT training courses.
- 1.4.4 'DMET' means Directorate of Medical Education & Training of H&FW Department, Govt of Odisha.
- 1.4.5 'E T E &T' means Employment, Technical Education & Training department under the Industries Department of Govt of Odisha.

1.4.6 'Govt' means Govt of Odisha.

1.4.7 'Institution' means the Institution which is running or intends to run a training Institution for DMLT/DMRT courses.

2.0 State DMLT and DMRT Council

2.1 A "DMLT and DMRT Council" will be constituted under the H& FW Department, Govt of Odisha to provide overall guidance, to ensure quality standards in teaching, training, to regulate the DMRLT and DMRT courses both in the Government and private institutions.

2.2 **Functions-** DMLT and DMRT Council shall perform following functions as mentioned below:-

- It will advise and formulate various policies, standards, guidelines for the institutions running DMRT and DMLT training programs operating within the boundary of Odisha.
- It will have the overall control and regulation over all the institutions running DMLT and DMRT courses.
- It will grant Letter of Recognition, regulate admissions, setting of standards for the private institutions with a view to improve, standardise the quality of the teaching and training.
- It will issue Registration Certificate to the candidates for the professional practices in their respective areas.
- It will ensure that guidelines and standards set are strictly followed by the training institutes through periodic monitoring, inspection and supervision.
- It will appraise government time to time about the functioning of the Council, operations of DMLT and DMRT courses and make recommendations for the corrective actions.
- It shall perform such other functions as assigned to it by the Government from time to time through Orders and notifications.

3.0 State DMLT and DMRT Board

3.1 A "DMLT and DMRT Board" will be constituted under the H& FW Department, Govt of Odisha for the conduct of examinations and examination related issues for the DMLT and DMRT courses both in the Government and private institutions.

3.2 **Function :** DMLT and DMRT Board shall perform functions mainly related to examinations as mentioned below:-

- It shall work under the direct supervision and control of the DMLT and DMRT Council.

- Announcement of notification of the date and venue of the examinations
- It shall prepare question papers for various examinations of DMLT and DMRT courses. Conduct of examinations (Annual, Supplementary and others) Valuation and revaluation of answer papers. Publication of the results
- Issuing certificates as per annexure I after getting requisition in Annexure IX
- Any other functions as may be assigned to it by the Council or the Government through their Orders

4.0 Application Procedure:

- 4.1 Director, Medical Education & Training (DMET), Odisha (DMET-O) will invite applications for the opening up of the DMLT and DMRT training institutes from the interested parties.
- 4.2 All applications relating to opening up of DMLT and DMRT courses in the State of Odisha shall be submitted to Director, Medical Education & Training (DMET), Odisha (DMET-O) in the prescribed format along with requisite documents, complete in all respects as per the **Annexure-I**, and as per the time schedule prescribed by the competent authority.

5.0 Inspections and Issuance of Letter of Recognition (LoR):

- 5.1 The Applicant institute has to pay a sum of Rs 40,000 for each course in favour of DMLT and DMRT Council towards inspection and recognition fees.
- 5.2 After receipt of applications a preliminary scrutiny of the application, will be done by DMET (O) and the correctness will be verified by sending inspecting teams to the Institutions.

Council will finalise the modalities, members of the team and schedule of inspection. The team shall verify the availability of physical infrastructure, manpower and other facilities available in the Applicant Institution/Trust/Society as per the standards prescribed by the department through these guidelines' **Annexure-II**.

Consequent upon inspection, the inspecting team will prepare "Inspection Report" as per **Annexure-III** and will submit to the Council. On receipt of reports of inspectors, the Council will examine the records and may grade the applicants as per the inspection report and others documents submitted by the applicant and may recommend for issue of Provisional Letter of Permission (PLoP), by the Govt. to the applicant institute for opening the institute.

- 5.3 Subsequently, Council will send inspecting team to the applicant institute before 1st Annual Examination for inspection. A final inspection will be made before Final Examination for granting Letter of Recognition (LoR).
- 5.4 On receipt of the "Inspection Report" in final year the Council may recommend issue of Letter of Recognition (LoR) by Govt.
- 5.5 In case where approval is denied for non-fulfilment of norms, standards and conditions as may be stipulated by Council, the applicant institutions can apply for

the fresh inspection after submission of the compliance report based on the observation of the Inspection Team along with the Inspection fees.

6.0 Admission Procedure:

- 6.1 Admission to DMLT/DMRT course shall be made by a Selection Committee to be formed by the Govt. The Convener of the committee shall float advertisement for application and prepare a merit list. The procedure of counselling shall be decided by the committee. Allotment to different colleges shall be made strictly on basis of merit and preference.
- 6.2 The “State DMLT and DMRT Board” will be responsible for conduct of examination, and publication of the result.
- 6.3 To ensure quality of examination and transparency external examiners and observers will be deployed from government run institutions.
- 6.4 All affiliated Institutions have to join central counselling on scheduled date, time and venue. However, if they don't get students in central counselling then they will be allowed for one counselling at their end and the detail list of such candidates will be intimated to DMLT/DMRT Board within one month of date of commencement of session.
- 6.5 Students of the Non-government institutions, selected in central counselling, have to deposit Rs 15,000/- pa and for Govt. institutions Rs. 10500/-pa the details procedure will be notified by Convener of the Selection Committee in due course.
- 6.6 All supplementary examinations of the DMLT and DMRT courses will be held as decided by the “State DMLT and DMRT Board”.

7.0 Course Curriculum

- 7.1 The course of the Diploma in Medical Laboratory Technology [DMLT] and Diploma in Medical Radiation Technology [DMRT] shall be of 2 [two] years.
- 7.2 The course for DMLT shall include the subjects as per syllabus. In no case the lectures and practical shall be less than the minimum number of hours to be devoted to each subject. The syllabus is annexed at **Annexure-IV**.
- 7.3 Internship of three months for all the passed out students of Diploma courses is compulsory and should be completed just after passing the final examinations. However, as a safeguard for compliance of the above decision, mark sheets for the final examinations would not be issued till the passed out students complete internship.

8.0 Attachment to Hospitals

- 8.1 The name of the hospital having diagnostic centre with large laboratory in case of DMLT course and for DMRT course a well equipped Radio diagnosis centre

preferably a Medical College, as proposed by the concerned DMLT/DMRT institutions for practical training may be approved by Govt. while issuing PLoP.

- 8.2 Permitted Institution has to pay Rs 500 per month for three months as stipend to the students during internship (Clinical) and /or post examination practical training.
- 8.3 A consent letter from such hospital agreeing not to offer such tie up facilities to any other para medical institution except this applicant should be enclosed and submitted to “State DMLT and DMRT Council”.

9.0 Examination Rules

- 9.1 All the students who take admission to different institutions will be allotted registration number. Such candidates shall apply in the prescribed form (**Annex-V**) through the Principal/Director of the institution with a fee of Rs 200/- to have his/her name registered in the Students’ Register maintained by the Board. Such candidates will only be eligible for appearing at the examination held by the “State DMLT and DMRT Board”.
- 9.3 Candidates will be allowed for examination only if they secure 50% mark in their Internal Assessment, in Pathology, Microbiology and Biochemistry for the DMLT Courses.

Sl No	Subjects	Theory	Practical	Internal assessment
1	Haematology, Histopathology, Clinical Pathology	65	130	Theory -30, Practical-35
2	Bacteriology, Serology, Mycology, Virology and Animal Care	65	130	Theory -30, Practical-35
3-a	Elementary Principles of Physical Chemistry, Organic Chemistry, Elementary Biochemistry.	20	40	Theory -10, Practical -10
3-b	Principles of Common Clinico-Biochemical method	50	100	Theory -20, Practical-30
	Total	200	400	200

(Internal Assessment examinations after completion of each subject)

- 9.4 All written examinations shall be of three hours’ duration and the number of papers in each subject shall be as mentioned above.
- 9.5 Every candidate for the Final Examination shall apply to the Secretary, State DMLT and DMRT Board through the Head of the Institution where he/she is undergoing his/her study, in the prescribed form together with the necessary certificates as per the **Annexure-VI**.

- 9.6 The fee payable with the application shall be such as may be prescribed by the Board from time to time. The fee is not refundable on any account.
- 9.7 No such application will be entertained unless it reaches the Secretary at least 21 days before the date notified for commencement of the examination. An application received later but not later than 14 days before the commencement of examination, may on sufficient grounds being shown be accepted and entertained provided that a late fee of Rs.200/- is paid for the delay.
- 9.8 A candidate is declared to have passed the above examinations – Final – if he/she secures written 40% in each subject, 50% in aggregate, Practical & Oral 50%, Internal Assessment 50%. A candidate securing 75% marks or above in any subject or subjects, shall be declared to have obtained “Distinction” in that subject or subjects, provided he/she passes in all the subjects of the examination at the same time in 1st attempt.
- 9.9 A candidate, if fails to pass in all the subjects or in one or more subjects, may be allowed to one or more subsequent examinations. The candidate must pass within a period of two years computed from the date of the examination in which he/she appeared for the first time otherwise he/she shall have to appear the whole examination in all the subjects at the time when he appears next.
- 9.10 A failed candidate shall have to undergo a further course of apprentice type training and produce a certificate from the Superintendent/Director of the Institution stating that he has, since the date of the last examination, attended to the satisfaction of the Superintendent/Director, further course of study in the subject or subjects in which he failed (**Annexure-VII**).
- 9.11 The rates of remuneration to Paper Setters, Examiners, Assistants, Inspectors and Invigilators, etc. appointed to conduct the examinations and the rates of Travelling Allowance, Daily Allowances to Examiners and Inspectors, etc., shall be such as laid down by the Board.

10.0 Award of Diploma in Medical Laboratory Technology: DMLT [Tech] and Diploma in Medical Radiation Technology: DMRT [Tech]

- 10.1 A candidate who passes successfully the Final Examination will be issued a Diploma in Medical Laboratory Technology [Pathology, Microbiology & Biochemistry]: DMLT [Tech] only after he/she produces evidence of completion of internship.
- 10.2 Every such application shall be accompanied by a certificate from the Head of the recognized Hospital, in the form given in **Annexure- VIII**, with all the particular mentioned therein and the Superintendent/Director shall forward the same to the Secretary, in the form given in **Annexure- IX**, stating whether he/she considers him/her eligible to receive the Diploma in Medical Laboratory Technology: DMLT [Tech] or Diploma in Medical Radiation Technology: DMRT [Tech] as the case may be.

11.0 No of Seats

- 11.1 Government of Odisha reserves the right to increase or decrease seats in the DMLT/DMRT training schools as and when it feels basing on the recommendation of the committee after observing necessary formalities and conducting inspection.

- 11.2 However, as of now for the Private Institutions imparting DMLT courses, the intake capacity per year will be 40 till the government desires to increase or decrease it through its order/notification.

12.0 Fee to be charged by the Institute for the courses

- 12.1 Tuition Fees to be charged on the DMLT students per year shall not exceed Rs 40, 000 per year/student.
- 12.2 However, if there is a mid-term closure of the training institute, the institute authority has to refund money of 2 times of the tuition fees to its students who have been affected by such premature closure.
- 12.1 Recognised Institute has to pay Recognition Fee of Rs 7,500 per course per annum. Approved Institutions also have to pay Rs 4,000 as Examination fee per examination per course.

13.0 Grievance Redressal

A designated officer will be at DMET (O) to address various complaints and hear grievances of the Applicants.

14.0 Interpretation/Removal of difficulties

- 14.1 If any question arises as to the interpretation of these guidelines, the same shall be decided by DMET (O).
- 14.2 The DMET (O) shall have the power to issue clarification to remove any doubt/difficulties which may arise in regard to implementation of these guidelines.

15.0 Withdrawal of Approval

- 15.1 If any institution/school contravenes any of the provisions of these guidelines, the Council in consultation with Government, after making such inquiry, as it may consider appropriate and after giving an opportunity to the institution/school of being heard, withdraw the approval granted under these guidelines. The norms as per Annexure – III, like minimum teaching and non-teaching members, minimum no of equipment and infrastructure should be in position.
- 15.2 In case of non-adherence to the minimum standards as prescribed by the government, upon inspection or if it is noticed, the recognition to the Institution will be cancelled/withheld.

Annexure I
APPLICATION FOR OBTAINING/CONTINUING GOVERNMENT RECOGNITION

Application for obtaining/continuing government recognition of “ State DMLT and DMRT Council”

1	Name _____ Phone No. _____ Fax No. _____ E-mail _____
2.	Name of the Course: _____
3.	No of seats applied for: _____
4.	Status of the Applicant (Individual/NGO/Society/Trust/PSUs/Private Hospital/Others): _____
	A. In case of Society/Trust _____ (i) Registration No..... (ii) Date of Registration..... (iii) Area of Jurisdiction..... (Attach copy of Registration of Society/Trust along with detail of constitution/Memorandum of Association of the Society/Trust)
	B. In case of Private Hospital (i) License No under Clinical establishments’ Act. ----- (ii) Date of issue of License ----- (iii) Validity period ----- (Attach copy of License under the Clinical Establishments’ Act and audited statements of 3 previous financial years)
	C. In case of Individual Attach copy of Income Tax Returns for 3 previous financial years

5	<p>(i) Name of the Hospital proposed to be attached for practical Training</p> <p>_____</p> <p><i>(In case the proposed hospital is a private one, attach copy of the consent letter of the Head of the Hospital)</i></p> <p>(ii) Name of the Blood Bank proposed to be attached (For DMLT course only)</p> <p>_____</p> <p><i>(Attach copy of the consent letter of the Head of the Blood Bank/Hospital)</i></p> <p>(iii) Name of the investigation/diagnostic centre proposed to be attached</p> <p>_____</p> <p>(iv) Registration No of the investigation/diagnostic centre</p> <p>_____</p> <p><i>(Furnish information about the facilities available in the investigation/diagnostic centre in terms of manpower, equipment and infrastructure)</i></p>
6	<p>(i) Details of member/Trustees and their experience in running Para Medical Courses along with present occupation and academic background:</p>

Name of the Member/Trustees	Designation in Society	Present Occupation	Academic Background	Experience

Name:

Signature of the Head of Institute (Applicant) :

Date with stamp :

Availability of Existing Infrastructural Facilities

1. Whether the Institution is/will be established in own building or in a rented building_____
- (Documentary evidence is required in case of owned building and in case of rented building the rent receipt and Agreement with the owner is required.)

Sl. No.	Particulars	Yes/No	Remarks of Inspectors
	Whether potable water is supplied		
	Whether Gas is provided		
	Whether electricity is provided		
	Whether waste disposal management system is available:		

Accommodation:-

Sl. No.	Particulars	Available/Not available	Remarks of Inspectors
	Ventillation		
	Lighting		
	Sanitation and Hygene		
	Toilets for teaching staff (Male & Female)		
	Toilets for students(Male & Female)		

Administrative area should consist of the following:

Sl. No.	Particulars	Size of the room	Remarks of Inspectors
	Head of Department Room		
	Staff Room:		
	Room for Teaching Staff/Board Members		
	Room for Technicians		
	Office Room		
	Store Room		

2. Academic Area should consist of the following:

Sl. No.	Particulars	Size of the room	Remarks of Inspectors
1	Class Room		
2	Library		
3	Students' Common Room		

3. Training Area

The Training Area should be provided with the following:

Sl. No.	Particulars	Size of the room	Remarks of Inspectors
1	Clinical Pathology/		
2	Hematology		
3	Clinical Biochemistry		
4	Clinical Microbiology		
6	Cytopathology		
7	Media Preparation Room		
8	Sterilization Room		
9	Animal Room		
10	Reception/Blood Collection Room		
11	Museum		

4. Staff:

Name of the staff already deployed

Sl.No.	Designation	Name & Address	Qualification & experience	Date of Appointment	Inspector's Remarks
1					
2					
3					
4					
5					
6					
7					
8					

5. Registers to be maintained

Sl. No.	Particulars	Available/Not available	Remarks of Inspectors
1	Attendance Register		
2	Acquittance		
3	Cash Book		
4	(Stock Ledgers)		
5	Students Attendance		
6	Students admission register		

6. List of Equipment (both at the Institution and at the attached hospital):

Sl No	Details	Requirement	Number available	Remarks of Inspectors
Clinical Pathology, Hematology				
1	Microscope (Monocular)	1 per 2 students		

2	Microscope (Binocular)	1 per 4 students		
3	Centrifuge	1		
4	Waterbath (37')	1		
5	Haemocytometer, Haemoglobinometer, Counting Chamber, Haematocrit tube,	40		
6	Westergren Pipette	40		
7	Refrigerator	1		
8	Stop Watch	1		
9	Glass equipment			
10	Charts showing microscopic findings of stool & urine examinations	10		
11	Platinum Loops	4		

Sl No	Details	No. required	No. available	Remarks of Inspector
Clinical Pathology, Hematology				
1	Photoelectric colorimeter	1		
2	Blood Cell Counter (Semi/automated)	1		
1	Colorimeter	1		
2	Spectrophotometer	1		
3	Flame Photometer	1		
4	Semi-automated/Automated Analyser	1		
5	Water Bath	1		
6	Centrifuge	1		
7	Chemical Balance	1		
8	Incubator	1		
9	Refrigerator	1		
10	Glass Articles	AR		
1	Autoclave	1		
2	Hot Air Oven	1		
3	Serum Inspisatro	1		
4	Incubator	1		
5	Refrigerator	1		
6	Centrifuge	1		
7	Weigh Balance	1		
8	PH Meter	1		
Serology, Immonology, Hormone Assay				
1	Centrifuge Machine	1		
2	Incubeter	1		
3	Water Bath 37'/56'C	1		

4	Refrigerator	1		
5	VDRL Shaker	1		
6	Glass articles	1		
7	Electrophoresis System	1		
8	Elisa Reader	1		
9	Hormone Assay System	1		
10	Hormone Assay System	1		
	Histopathology & Cytopathology			
1	Tissue processor	1		
2	Microtome	1		
3	Paraffin Bath	1		
4	Floatation Bath	1		
5	Centrifuge	1		
	Staining System	1		
1	Hematology	1		
2	Grahms Staining	1		
3	2-N Staining	1		
4	Hematoxylin & Eosin Staining	1		
5	Pap Stain	1		
6	MGG Stain	1		

Name:

Signature of the Head of Institute:

Date with stamp:

Phone No.:

Full Signature of Inspectors with
designation and date of inspection.

1.

2.

BEFORE THE NOTARY PUBLIC

DECLARATION FOR UNDERTAKING

I, Sri / Miss / Mrs. _____ aged about _____ yrs., Son / Daughter / Wife of _____ at _____ village _____, PS _____ do hereby undertake to abide by the norms of guidelines of Govt. issued vide resolution No.31390 dtd.15.11.2013 for opening of DMLT / DMRT schools.

That, I further undertake not to violate the norms of such guideline and if violation of the same is detected, I will be penalised as per provision of the guidelines.

That, the facts stated above are true to the best of my knowledge and belief.

Applicant / Deponent

CERTIFICATE

The above named person do hereby undertake to abide by the guidelines as mentioned above and submissions made by him / her above are true to the best of his / her knowledge and belief.

(Notary)

Annexure-II
Minimum Standards Requirements

A) FOR DMLT COURSE

Minimum requirement for the Opening up of DMLT School with 40 intake/year

To be submitted by the Institution

- a) Whether the institution is/will be established in own building or in a rented building (documentary evidence is required in case of rented building and in case of rented building the rent receipt and agreement with the owner is required)
- b) The institution must provide adequate ventilation, lighting and maintain good hygienic condition.
- c) The institution should have adequate number of toilets separately for teaching staff and for male & female students.

A. Infrastructure requirement

Sl No	Details	No	Area in Sq Ft	Total Area	Remark
1	Classroom	2	700	1400	Furnished with sitting accomodation, Black/White Board and audio visual equipment (LCD Projector)
2	Laboratory	1	800	800	
3	Library	1	500	500	Furnished with Table, Chairs, Almirahs and other fixtures
4	Students' Common Room	2	300	600	Separate for boys and girls students
5	Faculty Room	1	200	200	
6	Principal Room	1	150	150	
7	Auditorium			0	
8	Toilets	2	200	400	Separate for boys and girls
9	Room for Technicians	1	200	200	

Adequate accommodation for the following facilities must be available for training

- 1 Clinical Pathology
- 2 Clinical Microbiology
- 3 Histopathology & Cytopathology
- 4 Media Preparation Room
- 5 Sterilisation Room
- 6 Animal Room
- 7 Reception/Blood Collection Room

B. Human Resource requirement for DMLT

Sl No	Staff	No of Staff	Part time	Full time	Qualification
1	Principal /Superintendent	1			MD in any Medical discipline
2	Lab Technicians	1			DMLT
4	Lab Attendant	1			B Sc in any discipline
5	Clinical Pathology-Teacher	1			MD/MBBS
6	Clinical Microbiology-Teacher	1			MD/MBBS/ M.Sc., Microbiology
7	Clinical Biochemistry-Teacher	1			MD/MBBS/ M Sc, Medical Biochemistry
10	Anatomy-Teacher	1			MD/MBBS/M Sc in Medical Anatomy/M Sc, LT
11	Physiology-Teacher	1			MD/MBBS/M Sc in Medical Physiology/M Sc, LT
12	Data Entry Operator cum Ministerial Staff	1			Graduate any discipline with Computer knowledge

C. Library

A complete list of 500 titled books should be there in the Library. In order to know that these books are intended for this course the bills for the purchase of library book should be enclosed with the particulars duly signed by the applicant

Laboratory Equipment

Sl No	Details	No	Institution	Hospital
Clinical Pathology, Haematology				
1	Microscope (Monocular)	1 per 2 students		
2	Microscope (Binocular)	1 per 4 students		
3	Centrifuge	1		
4	Water bath (37°)	1		
5	Haemocytometer, Haemoglobinometer, Counting Chamber, Haematocrit tube,	40		
6	Westergreen Pipette	40		
7	Photoelectric colorimeter	1		
8	Blood Cell Counter (Semi/automated)	1		
9	Refrigerator	1		
10	Stop Watch	1		

11	Glass equipment			
12	Charts showing microscopic findings of stool & urine examinations	10		
Clinical Bio-Chemistry				
1	Colorimeter	1		
2	Spectrophotometer	1		
3	Flame Photometer	1		
4	Semi-automated/Automated Analyser	1		
5	Water Bath	1		
6	Centrifuge	1		
7	Chemical Balance	1		
8	Incubator	1		
9	Refrigerator	1		
10	Glass Articles			
Microbiology				
1	Autoclave	1		
2	Hot Air Oven	1		
3	Serum Inspisator	1		
4	Incubator	1		
5	Refrigerator	1		
6	Centrifuge	1		
7	Weigh Balance	1		
8	PH Meter	1		
9	Glass Equipment			
10	Platinum Loops			
Serology, Immunology, Hormone Assay				
1	Centrifuge Machine	1		
2	Incubator	1		
3	Water Bath 37°/56°C	1		
4	Refrigerator	1		
5	VDRL Shaker	1		
6	Glass articles	1		
7	Electrophoresis System	1		
8	Elisa Reader	1		
9	Hormone Assay System	1		
10	Hormone Assay System	1		
Histopathology & Cytopathology				
1	Tissue processor	1		
2	Microtome	1		
3	Parrafin Bath	1		
4	Floatation Bath	1		
5	Centrifuge	1		
	Staining System	1		

1	Haematology	1		
2	Grahms Staining	1		
3	2-N Staining	1		

Note: The laboratory will be equipped with the instruments as mentioned in the above list. Along with the institutional theory and practical classes the students should undertake practical training in a attached hospital.

B) FOR DMRT COURSE

Infrastructure Requirement

- Adequate building must be there with the Institute for the classrooms and equipment as per the Atomic Energy Regulatory Body (AERB) norms.

Human Resource Requirement

SI No	Staff	No of Staff	Part time	Full time	Qualifications
Teaching Staff					
1	Principal/Superintendent	1			MD in any Medical discipline
2	Clinical Pathology and Microbiology-Teacher	1			MD, Pathology/Microbiology/MBBS
3	Social and Preventive Medicine-Teacher	1			MD, SPM/MBBS
4	Radiotherapy-Teacher	1			MD, Radiotherapy/MBBS
5	Anatomy-Teacher	1			MD/MBBS/M Sc in Medical Anatomy/M Sc LT
6	Physiology-Teacher	1			MD/MBBS/M Sc in Medical Physiology//M Sc LT
7	Radio physicist	1			M Sc in Radiophysics
Technicians and Support Staff					
1	Radiographer	1			DMRT
2	Dark room Assistant	1			
3	X ray Attendant	2			
4	Data Entry Operator cum Ministerial Staff	1			Graduate any discipline with Computer knowledge

Equipment

Following equipments must be there in the training institution/attached hospital

SI No	Name of the Equipment	Requirement
1	500/700 mA X ray machine with IITV	1
2	CR system – Digital X ray	1

3	OPG	1
4	Dental X ray	1
5	DR system	1
6	CT scan	1
7	MRI	1
8	Portable 30 mA X ray machine	1
9	Mobile X ray 60 mA	1
10	Mammography	1
11	Cassettes hangers as per need	
12	Processing tank 9 litres (min 03)	3
13	Processing tank 18 litres (01)	1
14	Foot step	1
15	Chest stand	1
16	Lead film laying box	1
17	Chairs and tables as per need for classrooms, laboratories and X ray works	
18	Fans and AC facilities for all rooms	
19	Films for X ray works	
20	Chemicals for dark room works	
21	Lead blocker	
22	Safe light	

Teaching Aid- Adequate arrangement for audio visual aids like LCD Projector, Laptop, Desktop, White/Black Board must be there.

Annexure III Report of the Inspectors

Summary of findings by the Inspectors in respect of _____
For _____ Course.

(Along with this abstract inspectors will also put their remark in the Annexure I provided by the Institution against each item and annex it.)

	Available Adequate	/Not available /Inadequate
1. Accommodation (including toilet, ventilation, light)	:	
2. Water, Electricity, Gas & Waste Disposal	:	
3. Furnitures	:	
4. Office Records	:	
5. Laboratory equipment	:	
6. Qualification of Teachers	:	
7. Teacher-student ratio (for approved institutions)	:	
8. Workload of teachers (for approved institutions)	:	
9. Library books and Journals	:	
10. No. of working days in the session (for approved institutions)	:	
11. Daily working hours (for approved institutions)	:	
12. Laboratory facilities	:	
13. Standard of teaching (for approved institutions)	:	
14. Standard of students (for approved institutions)	:	
15. Performance of students in (for approved institutions)		
i) Theory	:	
ii) Practical	:	
iii) Oral	:	
16. Facilities provided for conducting the examination	:	
17. Date of Last Inspection:		
18. Compliance of past deficiencies (if any):		
19. Opinion of Inspectors: (Regarding feasibility of the Institution to start the course as per Annexure- I).		

Deficiencies to be fulfilled before consideration for issue of provisional LOP.
(If required attach separate sheet)

Full Signature of the Inspectors with
designation /date & seal

Annexure IV
(Syllabus will be available in DMLT/DMRT Board)

Annexure V
Application Form for the Candidate for Registration

Form of application for registration in the name of a student admitted to an approved Training Institution for Diploma in Medical Laboratory Technology: DMLT [Tech] and Diploma in Medical Radiation Technology DMRT [Tech]

1. Name of the Student (in block letters):

2. Address

2.1. Permanent

2.2. Present {with contact number}

3. Father's/Husband's Name {in block letters}

4. Sex and Age {as on the date of admission} _____ / _____

5. Religion/Caste _____ / _____

6. Name of the approved training Institution

7. Date of admission into the courses

8. Educational Qualification till the date of admission

DECLARATION:

I do hereby declare that the above particulars furnished by me are true to the best of my knowledge.

Signature of the Applicant

Signature of the Head of the Institution
[With official seal]

Dated the of 20

Annexure VI

Application for admission to the Examination

**STATE DMLT AND DMRT BOARD,
ODISHA**

Application for admission to the Preliminary Examination for Diploma in Medical Laboratory
Technology : DMLT [Tech]/ Diploma in Medical Radiation Technology : DMRT [Tech]
(Strike out whichever is not applicable)

To

**The Secretary,
State DMLT and DMRT Board,
Odisha.**

Sir

I beg to apply for admission to the ensuing Final Examination for Diploma in
Medical Laboratory Technology : DMLT [Tech]/ Diploma in Medical Radiation Technology :
DMRT [Tech] to be held by the State DMLT Board of Odisha from
.....

The required certificate from the Head of the Institution is given herewith and I have paid the
prescribed fee of Rs. in his office.

1. Name in full (Block letters) :
2. Father's Name :
3. Present Age :
4. Student Registration No. :
5. Permanent Address :
6. Present Address :

Dated, the20
the applicant in full

Signature of

**Certificate of the Head of the
Institution**

I certify as below

[1] That the above named was admitted in this Institution for the course of Diploma in Medical Laboratory Technology : DMLT [Tech]/ Diploma in Medical Radiation Technology : DMRT [Tech] on

[2] That he/she has attended regularly the course of studies as laid down in the Regulations. His/her attendance in the several subjects being as given below (for DMLT Students):

<u>Subject taught</u>	<u>Lectures (1 hr.)</u> <u>Laboratory Work</u>
1) Principles of a) Analytical Biochemistry b) Physical chemistry c) Common Clinico Biochemical methods	
2) Haematology	
3) Blood Banking	
4) Bacteriology, Virology & Mycology (32 + 6 + 4)	
5) Serology, Immunology & Animal Care	
6) Parasitology	
7) Clinical Pathology	
8) Histopathology & Cytopathology (14+6), HLA typing +Immunochemistry	
9) Animal Care	

That s/he has paid the prescribed fee of Rs 500/ which is being separately remitted to the Board.

That her/his conduct in the institution is satisfactory.

Signature of the Head of the Institution

Dated _____ of 20

*** Detailed break up of subjects taught with Lectures and Lab work must also be given for the DMRT students as outlined in this format in case of DMRT.**

Annexure VII
Application for failed candidates

STATE DMLT AND DMRT BOARD, Odisha

(Certificate by the Head of the Institution regarding further course of training in the subject or subjects in case of a failed candidate)

This is to certify that Sri/Smt.

..... who appeared at the Final Examination for the Diploma in Medical Laboratory Technology : DMLT [Tech]/ Diploma in Medical Radiation Technology : DMRT [Tech] in20 and failed in

..... has undergone a further course of training in the following subject/subjects since the date of the last examination to my entire satisfaction.

Sl. No.	Subject(s)	Number of Theoretical Lecturers/ Demonstrations attended
-----	-----	-----

Signature of the Head of the Institute

Dated, the20

Place :

**Annexure VIII
Certificate of Internship**

STATE DMLT AND DMRT BOARD, DISHA

(Certificates to be issued to students of Diploma in Medical Laboratory Technology : DMLT [Tech]/ Diploma in Medical Radiation Technology : DMRT [Tech] after completion of Practical Training)

No. :

Date :

I....., hereby certify that.....[name of the student] after passing the Final Examination for Diploma in Medical Laboratory Technology (Pathology, Microbiology & Biochemistry): DMLT [Tech]/ Diploma in Medical Radiation Technology: DMRT [Tech] underwent practical training forhours during the period fromto under my supervision and guidance.

Signature

Name

Designation

Address

.....

(Countersigned by the Head of the Hospital)

Annexure IX
Application for award of Diploma

STATE DMLT AND DMRT BOARD OF

ODISHA

To

The Secretary,
State DMLT and DMRT Board
H&FW Department, Govt of Odisha

Sir

I am to say that the under-mentioned students have passed the Final Examination for the Diploma in Medical Laboratory Technology: DMLT [Tech]/ Diploma in Medical Radiation Technology: DMRT [Tech] held by the Board in20 and have thereafter undergone the practical training as required under the Regulations of which the necessary certificates arte enclosed. I consider the students to be eligible to receive the Diploma in Medical Laboratory Technology: DMLT [Tech] .

Yours faithfully,

Head of the Institution

**Annexure X
Award of Diploma**

STATE DMLT AND DMRT BOARD, ODISHA

Diploma in Medical Laboratory Technology: DMLT [Tech]

This is to certify that

.....
of (Name of Institute)

*Affiliated to Government of Odisha, in Health & FW Department
vide Resolution No. ME-II-M-07/2013-31390/H Dtd. 15.11.2013 and
Order No..... /H Dtd.*

*passed the final examination for Diploma in Medical Laboratory Technology,
Of 20 held in the month of20
is awarded this Diploma on this day of*

Dated Bhubaneswar, theday ofin the year

Signature of the holder

*Secretary,
DMLT/DMRT, Board,
Health & FW Department,
Govt of Odisha.*

*Chairman,
DMLT/DMRT, Board,
Health & FW Department,
Govt of Odisha.*

STATE DMLT AND DMRT BOARD, ODISHA

Diploma in Medical Radiation Technology: DMRT [Tech]

This is to certify that

.....
of (Name of Institute)

Affiliated to Government of Odisha, in Health & FW Department

Vide Resolution No. ME-II-M-07/2013-31390/H Dtd. 15.11.2013 and

Order No..... /H Dtd.

Passed the final examination for Diploma in Medical Radiation Technology,

Of 20 held in the moth of20

Is awarded this Diploma on this day of

Dated Bhubaneswar, theday ofin the year

Signature of the holder

*Secretary,
DMLT/DMRT, Board,
Health & FW Department,
Govt of Odisha.*

*Chairman,
DMLT/DMRT, Board,
Health & FW Department,
Govt of Odisha.*