

**SRI BALAJI**

ACCREDITED BY NAAC  
WITH 'A' GRADE



**VIDYAPEETH**

DEEMED TO BE UNIVERSITY  
DECLARED U/S 3 OF THE UGC ACT, 1956



**MAHATMA GANDHI  
MEDICAL COLLEGE &  
RESEARCH INSTITUTE  
PONDICHERRY**



**SHRI SATHYA SAI  
MEDICAL COLLEGE  
& RESEARCH INSTITUTE  
CHENNAI**

# HOSPITAL BASED CERTIFICATE COURSES

**PROSPECTUS - 2021**

## UNIVERSITY LOGO



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## VISION

Sri Balaji Vidyapeeth will strive to be a premier global health sciences university leading in the frontiers of education, research and patient care.

## MISSION

- To create an innovative ecosystem that facilitates the development of health care professionals.
- To contribute to the health care workforce with competent and committed professionals.
- To provide preventive, curative and palliative high-quality evidence - based care that is affordable and accessible.
- To foster a culture of scientific inquiry, research and innovation in contemporary and emerging health and related sciences.
- To be inclusive and committed in promoting wellness and empowerment of the society.

## VALUES

- Inclusiveness, Integration, Innovation
- Engagement, Empowerment, Excellence

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## CHANCELLOR'S MESSAGE



### Dear Students

You are our National Treasure, and our Country's Future is in your safe Hands. Our Nation looks forward to utilizing your talents in service to the Society. We firmly believe that the moulding of the student into a well-rounded professional largely depends on the broad vision of an educational Institute.

Sri Balaji Vidyapeeth is an embodiment of a broader vision and planned development of a sound education system... where the environment is conducive and pleasant to study, live and work, where education and research hand in hand flourish... where the hidden and inherent skills and talents of the students are nurtured and developed for the benefit of the society, for generations to come.

Come, join our world. Let us create a better, viable, integrated global community of shared benefits, responsibilities and values for the benefit of all things living. Our origins and lives may be different, but we do share the same planet and belong to the same Mother Earth. And remember.... you are the nation's greatest gift and we are duty bound to do our best to our Nation.

**Shri. M. K. Rajagopalan**

Founder and Hon'ble Chancellor, SBV

## VICE-CHANCELLOR'S MESSAGE

### *Welcome to SBV & your future*

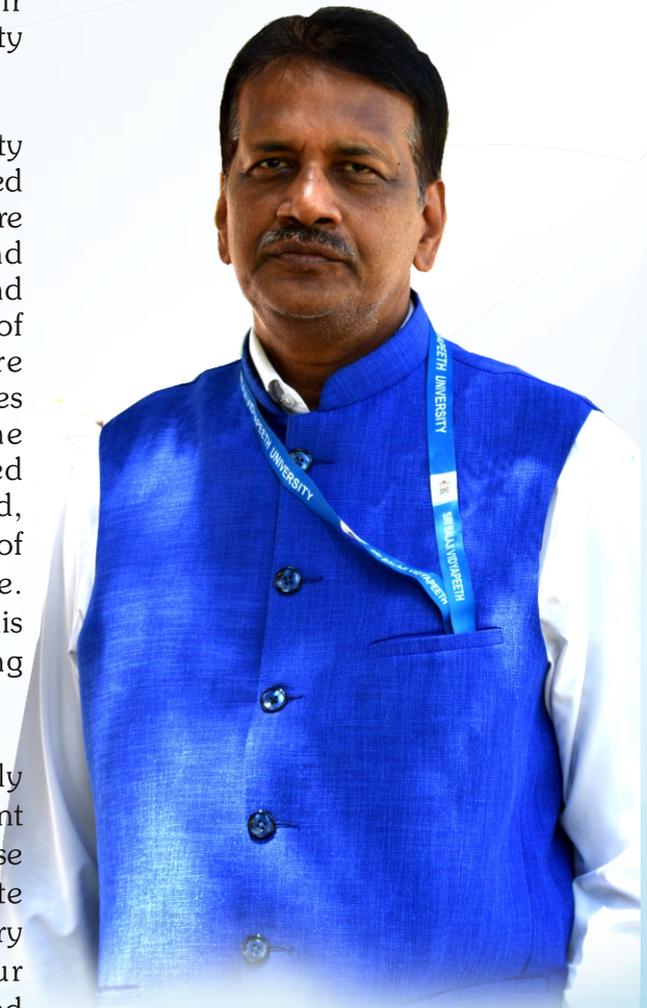
The millennium has ushered in challenges which will have a profound impact on the role of private universities. Professional competence will be highly sought after in India and around the globe. The challenge - shared by all Universities - is to bestow the requisite knowledge and skills, and cultivate proper etiquette and attitude to produce top-notch professionals who will be valued both for their professional competence and their inherent ability to solve problems.

Sri Balaji Vidyapeeth, Deemed to be University and accredited by NAAC with 'A' Grade is dedicated to its mission in order to nurture healthcare professionals in Medicine, Dentistry, Nursing and Allied Health Sciences, who would contribute and strive ceaselessly towards caring for the comfort of the sick. The constituent colleges of SBV are already noted for the excellence in various avenues including teaching, research, and service to the community, especially those who are marginalised and underserved. SBV is endowed with committed, dedicated and outstanding faculty- a healthy mix of the young & veterans and excellent infrastructure. Our challenge for the future is to capitalize on this good start and establish ourselves firmly among the comity of leading Universities.

The reputation of any institution is essentially based on the quality of its output; the management and the academic staff do realise this and I promise that they will do their best to train and educate you well. You, the research scholars who have gained entry into the portals of SBV this year realise your ambition and must perform well with dedication and diligence and emerge as competent research professionals and make your parents and educators proud. We wish you all the very best and hope that you would soon emerge as a researcher par excellence.

**WITH LOADS OF GOOD WISHES,**

PROF. SUBHASH CHANDRA PARIJA, MBBS , MD , PhD ,DSc, FRCPath, FAMS, FICPath , FABMS , FICAI, FISCd, FIAVP, FIATP and FIMS  
Hon'ble Vice Chancellor, Sri Balaji Vidyapeeth



# INTRODUCING SRI BALAJI VIDYAPEETH

## Young, Modern & Marching Ahead

- Sri Balaji Vidyapeeth (SBV) is a young deemed University, proud of its modernity, yet firmly grounded in rich educational heritage.
- SBV aims to excel in academic and clinical medicine; research and training; nurturing passion and enthusiasm into achievement and converting theoretical knowledge into evidence based practice and research.
- SBV was granted 'Deemed University' status by the University Grants Commission (UGC) under section 3 of the UGC Act of 1956 in 2008, in recognition of its outstanding quality of providing education, potential for excellence and obtained NAAC "A" Grade in 2015, with CGPA of 3.11 on 4 point scale.
- SBV has been placed in the top 100 for three consecutive years 2016, 2017, 2018 & 2019 at the National Institutional Ranking Framework (NIRF) and was in the top 25 among the Medical colleges in 2018 through its flagship institute, namely Mahatma Gandhi Medical College & Research Institute.
- SBV(DU) thus enjoys complete autonomy to develop and implement innovative curriculum and academic programs and to design its own education process that is responsive and tailored to the evolving needs and changes of health sciences.
- The Deemed University's constituent colleges and courses are all duly accredited and recognised by the respective statutory bodies such as the Medical Council of India, Dental Council of India and the Indian Nursing Council. Graduates of SBV(DU) are eligible to register with any state council or pursue further education in any part of India.
- SBV(DU) ensures that its programs and courses are recognised internationally, by registering under appropriate provisions of various statutory and registration authorities around the world to enable its graduates the right to qualify for practice in any nation, including appearing for USMLE, (USA) PLAB, MRCP/MRCS/etc (UK), MCCQE (Canada), AMC (Australia), CGFNS/NCLEX (Nursing, USA) etc.
- SBV(DU) is a research oriented university and the establishment of state-of-the-art Central Interdisciplinary Research Facility pledges considerable resources and investment for Biomedical Research.
- SBV's research output has been consistently high in quality and impact, as evident from its rapidly growing research publication record that inspires our students, a fact attested by the region-wise lead position in number of ICMR sponsored STS research projects (Short Term Studentship) undertaken and ably accomplished by our undergraduate medical and dental students.

- SBV caters to the needs of the patients in the form of alternate medicine. The presence of Yoga and Music Therapy is an innovative move to step forward from Illness to Wellness and treating the patients through complementary medicine. MoU signed by SBV for a collaborative doctoral program in music therapy with the IMC University of Applied Sciences, Krems, Austria and with Kaivalyadhama Yoga Institute for Yoga research are noteworthy milestones and bear ample testimony.
- The Centre of Health Professions Education brings together all health professionals to achieve academic excellence through training and research in pedagogical sciences, which saw SBV signing a long-term partnership with Partners Medical International, USA.
- Every year is a year of challenges, accomplishments as we attain our targets, setting newer goals and constantly striving to renew our commitment for better medical training, scientific research and clinical practice.
- SBV is governed by an enlightened collegium of eminent scholars, clinicians and scientists, headed ably by our visionary Chairman and Chancellor, Shri. M. K. Rajagopalan; Vice Chancellor Prof. S.C. Parija, SBV; Dr. S.R. Rao, VP (Research, Innovations & Development), SBV; well recognized medical educationist & renowned teachers Prof.N.Ananthkrishnan, Dean of Faculty & Prof. M. Ravishankar, Dean of MGMCRI, providing leadership and stewardship towards excellence.

## **Hospital based Certificate Courses in SBV**

These certificate programs are chalked out recognizing the importance of value added courses in health sciences and also fully realizing the contribution of a tertiary care hospital to the growth of higher education institutions in health sciences. Hospital based certificate courses are short term courses offered for 6 months. It is aimed at creating suitable job opportunities. The courses will be duly certified at the level of Mahatma Gandhi Medical College and Research Institute and Shri Sathya Sai Medical College and Research institute.

### **A. Courses available in both campuses of SBV (MGMCRI & SSSMCRI)**

1. Certificate in Clinical Psychology
2. Certificate in Stress Management

### **B. Courses available in SSSMCRI campus, Chennai**

1. Certificate in Histology and Histo-techniques
2. Certificate in Pharmacovigilance (Online)
3. Certificate in Application of Software in Research
4. Certificate in Molecular diagnosis of RNA virus
5. Certificate in Phlebotomy Technician
6. Certificate in Diabetology
7. Certificate in Cross sectional Imaging

### **C. Courses available in MGMCRI campus, Puducherry**

1. Certificate in Occupational Health
2. Certificate in Patient caretaker
3. Certificate in Ward Secretaryship
4. Certificate in Medical Record Assistantship
5. Certificate in Ambulance Technician
6. Certificate in Hospital Information Management System

## A. Courses available in both campuses of SBV (MGMCRI & SSSMCRI)

<b>1. Certificate in Clinical Psychology</b>	
Course name	Certificate in Clinical Psychology
Target audience	B.Sc/B.A (Psychology)
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Diagnosis and treat distress and mental illness</li> <li>2. Substance abuse, child mental health and adult mental health</li> <li>3. Treating mental, emotional and behavioural disorders</li> <li>4. Learning disabilities, depression, anxiety and eating disorders</li> <li>5. Addiction and relationship issue</li> <li>6. Mental and physical health problem including addiction and anxiety</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Psychiatry departments of MGMCRI, Puducherry and SSSMCRI, Chennai
Course Fee	Rs.5,000

## 2. Certificate in Stress Management

Course name	Certificate in Stress Management
Target audience	B.Sc/B.A (Psychology)
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Understanding personal stress             <ol style="list-style-type: none"> <li>a. Brain response stress</li> <li>b. Types of stress facing</li> </ol> </li> <li>2. Calming the amygdale             <ol style="list-style-type: none"> <li>a. Staying grounded in stress</li> <li>b. Facing and accepting emotion</li> <li>c. Control over stress</li> <li>d. Learning self compassion</li> </ol> </li> <li>3. Moving forward with pre-frontal cortex             <ol style="list-style-type: none"> <li>a. Becoming cognitively flexible</li> <li>b. Bringing in the positive</li> <li>c. Finding the right mindset</li> <li>d. Living healthy in the face of stress</li> </ol> </li> <li>4. Stress management PMR (Progressive Muscle Relaxation)</li> <li>5. Stress management Home Therapy</li> <li>6. Stress Management technique</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Psychiatry departments of MGMCRI, Puducherry and SSSMCRI, Chennai
Course Fee	Rs.5,000

## B.Courses available in SSSMCRI campus, Chennai

<b>1.Certificate in Histology and Histo-techniques</b>	
Course name	Certificate in Histology and Histo-techniques
Target audience	Lab technicians, 10+2 pass
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Collection of tissues, fixing, block making, section cutting, use of different types of microtomes and preparation of general and systemic slides.</li> <li>2. Staining techniques and preparation of stains.</li> <li>3. Knowledge of Haematoxylin &amp; eosin and special staining techniques like silver nitrate, PAS staining, osmium tetroxide, Van Gieson etc.</li> <li>4. Knowledge of light microscope.</li> <li>5. To identify the Microscopic structure of all the tissues (general and systemic slides)</li> <li>6. Maintenance of Histology laboratories</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Anatomy, SSSMCRI
Course fee	Service quota (SBV staff): Rs.5,000 General quota: Rs 10,000

<b>2.Certificate in Pharmacovigilance (Online)</b>	
Course name	Certificate in Pharmacovigilance
Target audience	Medical Post-graduates, Staff nurses, B.Sc. (AHS)
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<p>At the end of the online certificate course, the learners will be able to</p> <ol style="list-style-type: none"> <li>1. Understand the key concepts or Pharmacovigilance.</li> <li>2. Fill the CDSCO /ADR Reporting form.</li> <li>3. Categorize and Report Mild /Moderate/Severe ADR.</li> <li>4. Apply the principles of Pharmacovigilance in a health care setting.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Pharmacology, SSSMCRI
Course Fee	Rs.5,000

<b>3.Certificate in Application of Software in Research</b>	
Course name	Certificate in Application of Software in Research
Target audience	Medical Teaching faculty, Post-graduates and under-graduates
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. To enhance knowledge in software usage/ management in research</li> <li>2. To inculcate skills for software usage in research</li> <li>3. To apply various software in data collection and data analysis and further promote publication</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Community Medicine, SSSMCRI
Course fee	Rs.5,000

<b>4.Certificate in Molecular diagnosis of RNA virus</b>	
Course name	Certificate in Molecular diagnosis of RNA virus
Target audience	Lab Technicians
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Collection of appropriate samples as per standard protocol</li> <li>2. Transportation &amp; processing of samples in Virology molecular lab</li> <li>3. Procedure for RT PCR – HCV</li> <li>4. Interpretation of report</li> <li>5. Knowledge about Biosafety procedures</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Microbiology, SSSMCRI
Course fee	Rs.10,000

<b>5.Certificate in Phlebotomy Technician</b>	
Course name	Certificate in Phlebotomy Technician
Target audience	12 pass with Science group
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Demonstrate knowledge about the healthcare sector and diagnostic Services.</li> <li>2. Demonstrate the ability to perform clinical skills essential in providing basic diagnostic services such as correctly collect, transport, receive, accept or reject and store blood /urine/stool and tissue samples, etc.; update patient records; etc.</li> <li>3. Practice infection control measures</li> <li>4. Demonstrate techniques to maintain the personal hygiene needs.</li> <li>5. Demonstrate actions in the event of medical and facility emergencies.</li> <li>6. Demonstrate professional behaviour, personal qualities and characteristics of a Phlebotomy Technician.</li> <li>7. Demonstrate good communication; communicate accurately and appropriately in the role of Phlebotomy Technician.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Pathology, SSSMCRI
Course fee	Rs.5,000

<b>6.Certificate in Diabetology</b>	
Course name	Certificate in Diabetology
Target audience	MBBS Graduates
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Describe the pathophysiology, presentation, diagnosis of diabetes and its complications</li> <li>2. Evaluate the management options for adults newly diagnosed with diabetes (Type 1 or 2, gestational, or secondary diabetes)</li> <li>3. Understand the importance of lifestyle modifications in the prevention of diabetes and its complications</li> <li>4. Understand the importance of and learn effective management of obesity</li> <li>5. Apply national and international guidelines and evidence to the practice of diabetes care in India</li> <li>6. Understand the use of drugs, insulin and other management options</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	General Medicine, SSSMCRI
Course fee	Rs.5,000

<b>7.Certificate in Cross sectional Imaging</b>	
Course name	Certificate in Cross sectional Imaging
Target audience	<ul style="list-style-type: none"> <li>• Post graduates in Radio-diagnosis</li> <li>• Radiologist possessing MD/DNB/DMRD (Radio-diagnosis)</li> </ul>
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	The participant will be able to apply the theoretical concepts of CT and/or MRI to their current and future practice.
Course requirements	Minimum 50% in Theory and Practical
Department	Radio-diagnosis, SSSMCRI
Course fee	Rs.5,000

## C. Courses available in MGMCRI campus, Puducherry

<b>1.Certificate in Occupational Health</b>	
Course name	Certificate in Occupational Health
Target audience	12 <sup>th</sup> Standard pass or any graduate
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Provide knowledge about the occupation related health hazards.</li> <li>2. Knowledge about the health safety measures.</li> <li>3. Knowledge about the risk management and control of occupational diseases.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Physiotherapy, MGMCRI
Course fee	Rs.5,000

<b>2.Certificate in Patient caretaker</b>	
Course name	Certificate in Patient caretaker
Target audience	12 <sup>th</sup> Standard pass or any graduate
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Manage patient queries and able to register patients and knows about Unique Identification number.</li> <li>2. Manage Outpatients to access to services and help patients to receive high quality care.</li> <li>3. Manage Inpatient admission and bed management.</li> <li>4. Will have basic knowledge on Medical terminology an Human Anatomy &amp; Physiology.</li> <li>5. Will have basic knowledge on Handling Medico Legal cases.</li> <li>6. Able to raise bills for OP and IP patients and to counsel patients and get feedback on hospital services.</li> <li>7. Able to workout and analyse on few quality indicators (EG; OPD registration waiting time, discharge waiting time etc...)</li> <li>8. Will able to explain different facilities of the hospital to the patients knowledge on patient rights and responsibilities.</li> <li>9. Awareness on Biomedical waste Management, usage of PPE, spill management.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Patient care services, MGMCRI
Course fee	Rs.5,000

<b>3.Certificate in Ward Secretaryship</b>	
Course name	Certificate in Ward Secretaryship
Target audience	12 <sup>th</sup> Standard pass or any graduate
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Knows about Unique Identification number.</li> <li>2. Manage Outpatients to access to services and help patients to receive high quality care.</li> <li>3. Manage Inpatient Admission and bed management. Handle patients in various situations and helps them to resolve it.</li> <li>4. Will have basic knowledge on Medical terminology and Human Anatomy &amp; Physiology.</li> <li>5. Will have basic knowledge on Handling Medico Legal cases.</li> <li>6. Able to raise bills for OP and IP patients and to counsel patients and get feedback on hospital services.</li> <li>7. Able to work out and analyse on few quality indicators (EG; OPD registration waiting time, discharge waiting time etc...)</li> <li>8. Will be able to explain different facilities of the hospital to the patients knowledge on patient rights and responsibilities.</li> <li>9. Awareness on Biomedical waste Management, usage of PPE, spill management.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Patient care services, MGMCRI
Course fee	Rs.5,000

<b>4.Certificate in Medical Record Assistantship</b>	
Course name	Certificate in Medical Record Assistantship
Target audience	12 <sup>th</sup> Standard pass or any graduate
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Management of inpatient and outpatient medical records.</li> <li>2. Management of inpatient and outpatient department registration services.</li> <li>3. Generating hospital statistics including bed occupancy rate, bed turnover rate, average length of stay and cost for patient per bed.</li> <li>4. Generating morbidity and mortality statistics by ICD-10 coding of diseases and diagnostic indexing.</li> <li>5. Filing and retrieval of medical records.</li> <li>6. Legal aspects of medical records.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Medical Records Department, MGMCRI
Course fee	Rs.5,000

<b>5.Certificate in Ambulance Technician</b>	
Course name	Certificate in Ambulance Technician
Target audience	12 <sup>th</sup> Standard pass or any graduate
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Demonstrates ability to manage acute emergency care for the patients.</li> <li>2. Demonstrates ability to provide safe and effective care.</li> <li>3. Understands the condition of the patient and provide lifesaving measures.</li> <li>4. Demonstrates a sensitive and caring attitude towards the patient.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Emergency Medicine, MGMCRI
Course fee	Rs.5,000

<b>6.Certificate in Hospital Information Management System</b>	
Course name	Certificate in Hospital Information Management system
Target audience	12 <sup>th</sup> Standard pass or any graduate
Number of intakes	5
Course duration	6 months
Course commencement period	August 2021
Course credits	9
Course outcomes	<ol style="list-style-type: none"> <li>1. Demonstrates professional knowledge in healthcare information and management systems to healthcare professionals.</li> <li>2. Establish a solid foundation that will give an advantage to strengthen abilities, acquire more experience, and advance opportunity career path in Healthcare Industry.</li> <li>3. Demonstrate medical standard of professional knowledge and competence in healthcare information and management systems.</li> </ol>
Course requirements	Minimum 50% in Theory and Practical
Department	Information Technology Department, MGMCRI
Course fee	Rs.5,000



**10. Academic Qualification :**

<b>Academic Qualification (10<sup>th</sup> to Present qualification)</b>	<b>Name of the School/College</b>	<b>Board / University</b>	<b>Month &amp; Year of Passing &amp; Reg. No.</b>	<b>Subject (only in case of degree or diploma)</b>	<b>Percentage of Marks</b>

**11. Work Experience :**

<b>S.no.</b>	<b>Designation</b>	<b>Institution</b>	<b>Duration</b>	
			<b>From</b>	<b>To</b>

**12. Details of Demand Draft :****DD. No :****DD Date:****Bank Name:**

Certified all the information provided are true to the best of my knowledge.

**Signature of the Applicant**

Station :

Date :

## Important Dates to note:

Last date for submission of duly filled- in Application Form	Assessment	Publication of List of Provisionally Selected candidates	Certificate Course begins
16 <sup>th</sup> July 2021	25 <sup>th</sup> July 2021	26 <sup>th</sup> July 2021	2 <sup>nd</sup> August 2021

## Contact Details

Duly filled in application form along with demand draft for Rs.500/- drawn in favour of Sri Balaji Vidyapeeth, Payable at Pondicherry,  
Photocopies of relevant supporting documents

Must be submitted to:

**The Registrar,**

Sri Balaji Vidyapeeth,

SBV Campus Pillaiyarkuppam, Pondicherry – 607402

Ph : 0413 – 2611805

E-mail : [registrar@sbvu.ac.in](mailto:registrar@sbvu.ac.in), [deputyregistrar@sbvu.ac.in](mailto:deputyregistrar@sbvu.ac.in)