Contents

Messages 02
Letter from CEO 04
About Tech Mahindra Foundation 05
Tech Mahindra SMART Academy 06
Objectives of the Course for Allied Health Professionals 07
Salient features of Tech Mahindra SMART Academy 08
- Placements
Courses & Eligibility for the year 2016-17 09
Broad Details for Courses 10
- General Duty Assistant
- Home Health Aide
- Operating Theatre Technician
- Emergency Medical Technician
Admissions 12
- Admission Procedure
- Grounds of Rejection for Admission
- Documents to be attached with application form
Rules & Regulations of Tech Mahindra SMART Academy 13
I am genuinely delighted and humbled at the launch of Tech Mahindra Foundation’s SMART Academy for Healthcare in association with the Harijan Sevak Sangh in Delhi.

For the last four years, TMF has taken significant strides in providing high quality Skill Training to underprivileged youth through its SMART (Skills-for-Market Training) Programme. With the launch of the Academy, the Foundation has strengthened its commitment to providing a solution to the employability crisis that our country faces.

I am confident that over the next few years, this Academy will emerge as a premier institute in Allied Healthcare Professionals’ training in Delhi.

Tech Mahindra Foundation is setting up its SMART Academy for Healthcare at Gandhi Ashram, Delhi in partnership with the Harijan Sevak Sangh. The Academy will be training Allied Health Professionals for delivery of health and related services in preventive, diagnostic and curative medical interventions.

The Academy has left no stone unturned in creating a learner centric environment and will follow the best practices. I am confident that the Tech Mahindra Foundation venture will train and create world class Allied Health Professionals.

All the best!

The Harijan Sevak Sangh and Tech Mahindra Foundation are jointly starting the SMART Academy for Healthcare Training, a first of its kind, at the Gandhi Ashram, Harijan Sevak Sangh, Kingsway Camp, Delhi. This is a humble but great beginning to provide training to the needy youth in an area where there is a significant demand.

Tech Mahindra Foundation is contributing substantially in the field of Education. Now the proposed joint initiative of providing “Skill Development Training” will go a long way in addressing the great unemployment problem of our country.

I wish this endeavour a great success. May God bless you all.

In tune with the national emphasis on skilling India, Tech Mahindra Foundation has with great deliberation forayed into Healthcare by setting up the SMART Academy. This has the aim to train Allied Health Professionals in various disciplines associated with the sector.

I am sure that the Academy will successfully create opportunities by nurturing talent amongst the socially disadvantaged and help them with job opportunities.

It’s an honor and pleasure for me to be associated with this venture.

Wishing the Academy all the best.
Dear Students,

It is with immense joy, humility and gratitude that I place this prospectus of Tech Mahindra SMART Academy for Healthcare in front of you.

Tech Mahindra Foundation, which is the Corporate Social Responsibility arm of Tech Mahindra Limited (a Mahindra Group company), has been carrying out yeoman’s service since 2007 in the fields of Education and Employability across ten major cities of India. Its commitment to Employability is exemplified through more than 75 Skill Development Centres (called SMART or ‘Skills-for-Market Training’ centres) running across the country.

TMF-SMART Academy for Healthcare marks a significant milestone in the journey of the SMART programme. When we launched SMART in October 2012, I had scarcely imagined that we would, in just over four years, be ready to take on a venture of such scale and significance. There is a burgeoning need for qualified, well-trained professionals in the field of Allied Healthcare not just in the city of Delhi but the entire country and the Academy is a small step in the direction of meeting this demand.

The Academy has been set up in collaboration with the Harijan Sevak Sangh – a social development organization founded by Mahatma Gandhi in 1932. On behalf of TMF, I would like to sincerely thank Shri S. S. Sanyal and Shri Laxmi Dass of the Sangh, who have opened the doors of their sprawling campus in North Delhi to us for the Academy. We are committed to setting new standards of excellence in the domain of training paramedics in the years to come and enable thousands of young women and men lead a life of dignity in the Healthcare sector.

With best wishes,

Dr. Loveleen Kacker
CEO, Tech Mahindra Foundation
The academic environment at the Academy is augmented by a well-equipped IT lab, technical laboratories, a well-stocked library and also an ambulance where the students can gain realistic training on managing emergencies. Students are encouraged to discover their aptitude, strengths and areas of interest.

In addition to healthcare-related courses, the students are also trained on communication skills and work readiness to equip them to face the challenges of competitive work environment.

The objective of the Academy is to empower young men and women with the requisite skills and capabilities to pursue a professional career in the health sector. Upon completion of the course, it is expected that the students would achieve the following:

- Ability to apply knowledge and skills to care for individuals, families and communities.
- Ability to impart understanding of lifestyle and other related factors that affect health of individuals and groups.
- Ability to provide care to recuperating, critically ill and terminally ill patients.
- Develop skills of critical thinking in making decisions in handling difficult situations while caring for patients.
- Ability to operate new generation medical equipment.
- Ability to practice within the framework of Code of Ethics and Professional Conduct and acceptable standards of practice within legal boundaries.
- To develop compassion and understanding of respect for life and for the dignity and rights of patients.
SALIENT FEATURES

- Career oriented courses
- Participative management and healthy motivating environment
- Highly qualified and experienced faculty
- Rich cultural, recreational and leisure activities
- Counselling, Training and Placement Assistant
- Well-equipped Laboratories, Seminar Room, Classrooms and Conference Hall
- Well Stocked Library
- Computer Lab
- Cafeteria

PLACEMENTS

Placement of students of TMF SMART Academy is one of the most important functions of the Academy. The management of the Academy has been actively running a vocational training programme since 2012 and has access to a wide network of employers across the country. This experience and network will be useful in creating placement linkages for SMART Academy students in the months and years ahead.

Allied Health Professionals have interesting and remunerative careers in Hospitals, Pathology, Laboratories and Blood Banks etc. The courses run by TMF SMART Academy have a practical focus and provide the students a range of competencies needed to develop themselves as well as their organization. The TMF SMART Academy programme will give students a wide range of skills which will enhance their capabilities and potential. Through a dedicated placement coordinator as part of the team, the Academy will strive to make ongoing efforts to secure meaningful placements for the students.

COURSES

<table>
<thead>
<tr>
<th>S. No</th>
<th>Courses Offered</th>
<th>Duration</th>
<th>Starting Date Batch-1</th>
<th>Batch-2</th>
<th>Batch-3</th>
<th>Intake per Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Home Health Aide</td>
<td>6 Months</td>
<td>May 2016</td>
<td>June 2016</td>
<td>Dec 2016</td>
<td>40</td>
</tr>
<tr>
<td>2.</td>
<td>General Duty Assistant</td>
<td>6 Months</td>
<td>May 2016</td>
<td>June 2016</td>
<td>Dec 2016</td>
<td>40</td>
</tr>
<tr>
<td>3.</td>
<td>Operating Theater Technician</td>
<td>1 year</td>
<td>Nov 2016</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>4.</td>
<td>Emergency Medical Technician</td>
<td>1 year</td>
<td>Nov 2016</td>
<td></td>
<td></td>
<td>40</td>
</tr>
</tbody>
</table>

ELIGIBILITY

<table>
<thead>
<tr>
<th>Courses</th>
<th>General Duty Assistant</th>
<th>Home Health Aide</th>
<th>Emergency Medical Technician</th>
<th>Operation Theatre Technician</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>6 Months</td>
<td>6 Months</td>
<td>1 Year</td>
<td>1 Year</td>
</tr>
<tr>
<td>Eligibility</td>
<td>10th Pass</td>
<td>8th Pass</td>
<td>10+2 (Science)</td>
<td>10+2 (Science)</td>
</tr>
<tr>
<td>Minimum Age</td>
<td>18 years</td>
<td>18 years</td>
<td>18 years</td>
<td>18 years</td>
</tr>
<tr>
<td>Gender</td>
<td>Men &amp; Women</td>
<td>Men &amp; Women</td>
<td>Men &amp; Women</td>
<td>Men &amp; Women</td>
</tr>
<tr>
<td>Fees</td>
<td>₹1200/- p.m.</td>
<td>₹1200/- p.m.</td>
<td>₹2500/- p.m.</td>
<td>₹2500/- p.m.</td>
</tr>
</tbody>
</table>

The Tech Mahindra SMART Academy is a not-for-profit establishment, aimed at benefiting underprivileged youth as part of Tech Mahindra’s Corporate Social Responsibility initiatives. Accordingly, the fee being charged from the students is a highly subsidized one and will be used for offsetting a part of the operating expenditure of the Academy.
GENERAL DUTY ASSISTANT
The work of a General Duty Assistant (GDA) is to provide quality care to patients at nursing homes & hospitals. The GDA programme is designed to ensure that the students not only learn how to provide such care to patients but also gain a deep understanding of patients’ safety and health needs. The programme structure includes Patient Care such as Grooming, Cleaning, Bath & Dressing, Basic First Aid Principles and Measurement of Vital Indicators.

HOME HEALTH AIDE
Home Health Aides (HHA) are trained to assist the elderly, disabled, mentally ill, and/or terminally ill. They often work in private homes to help patients with daily tasks such as personal grooming and activities of day-to-day living. This role needs a lot of empathy, compassion and maturity. The course content includes topics covered in GDA with the context of care and support at the patient’s home rather than the hospital.

OPERATING THEATRE TECHNICIAN
The Operating Theatre Technicians (OTT) are trained to provide technical services in the Operating Theatre and support patients in the recovery room, transport patients to and from operation theatre, prepare operating room for surgery, set up, check, connect and adjust surgical equipments, provide technical assistance to surgeons, clean & restock the operating room, arrange for instruments, supplies and equipment according to instruction and also position patients for surgery. The OTT Programme is for one year and includes topics such as Preparing the Operation Theatre for a surgery, Basic Surgery Procedures, assisting the Surgeon in an operation, handling emergencies etc.

EMERGENCY MEDICAL TECHNICIAN
Emergency Medical Technicians (EMT) are trained to respond quickly to emergency situations regarding medical issues and provide critical care to patients. EMTs are in high demand at all hospitals and nursing homes and need to be trained in handling all kinds of critical and emergency situations such as accidents, burns, heart failure etc. The EMT programme at the TMF SMART Academy is for one year and includes Recognizing and Treating Emergencies, Managing Mass Casualty Incidents, Patient Transport etc.
ADMISSIONS

Admission to TMF SMART Academy is based on results of an entrance test and interview. For some of the courses, marks secured in Class 12th board exams may also be taken into consideration.

ADMISSION PROCEDURE

- Submission of filled-in Application Form along with proof of Education, proof of residence, certificate of annual income of parents, passport size photograph, caste/community certificate.
- Review of documents produced and registration
- Written test and interview
- Confirmation of Admission and issue of I-Card

REJECTIONS

The admission may be cancelled at any stage or stopped during or after all the admission formalities have been completed if any of the following observations come to the notice of the authorities of the Academy:
- Any false or incorrect statement made by the candidate anytime during or after the admission process, including age, qualifications and marks obtained.
- Any fraudulent means used by the candidate for getting admission.
- Any fake or counterfeit document attached to the admission application form.

DOCUMENTS REQUIRED

- Certificates and mark-sheet of Class 8th/Class 10th/Class 12th
- Passport size photographs – 3 copies
- Permanent resident proof
- Caste/community certificate
- Official ID Proof (Any one of Aadhaar Card/PAN card/Voter ID Card)
- Disability certificate (If applicable)

RULES & REGULATIONS

- The Tech Mahindra SMART Academy is located within the Gandhi Ashram at the Kingsway Camp Road. It has a dedicated entry/exit gate which will be used by all students/staff. Gandhi Ashram gates will not be used for entry/exit. All other areas within the Gandhi Ashram except the Academy location will be strictly out of bounds for students; except for group activities in the presence of an Academy staff.
- Students will be present five minutes before start of classes in the designated classrooms as per time tables issued. Students should maintain silence in the classes, library and in the corridors. Students should make every effort to take care of the Academy and laboratory property and help in maintaining the same. Writing or scribbling on walls, tables, classroom furniture etc. is strictly prohibited.
- Students will wear the prescribed uniform at all times while at the Academy. They need to ensure that the uniform is clean and they are groomed well.
- Students will wear the TMF SMART Academy ID card issued to them at all times while in the Academy and at Hospitals, Nursing Homes etc. while undergoing their internships.
- Students are expected to be respectful to all members of the staff as well as the managing authorities of the Academy/Hospitals.
- Attendance in all class activities such as lectures, demonstrations, practicals, clinical teaching, tutorials, tests is a must. Students have to participate in all academic activities such as conferences, guest lectures, seminars as well as sports and cultural activities. The minimum attendance to be eligible to appear for the final exam must be 80% overall.
- The offices of the Director & Dean are open to the students if they wish to consult them on any matter of importance. However, students who wish to meet the Director or Dean are required to fix an appointment with them through the Reception. In case of any emergency, the Director or Dean can be met without an appointment as well.
- Any leave of absence from classes should ideally be
communicated to the teachers in advance. If this is not done, an explanation for the leave must be given after joining. Absence of more than a week will require a medical certificate from a registered medical practitioner.

- Each student will be responsible for the proper handling/safe custody of all equipment that he/she may be using in different labs. In case of any damage or loss to the Academy property through misuse or negligence, the student shall be liable to pay the cost of repair or replacement.

- For any kind of misbehavior with staff or creating disturbances in classroom and in the college premises by a student or group of students, a full range of disciplinary action will be taken. This may include expulsion from the Academy and even legal proceedings. A student expelled on disciplinary grounds will not be considered for re-admission.

- Successful graduation from the Academy will depend upon a combination of written tests, practical tests, and internship certification. There will be a weightage for attendance, extra-curricular activities and discipline. On joining all students will be briefed thoroughly on the system of certification.

- The academy will not be responsible for any incident/accident in which the student is involved while travelling to and from the Academy including travel for internships.

- The student must clear all the dues of the course before the commencement of exam otherwise he/she may not be allowed to attend the exams.

Students are expected to pay the course fee in a maximum of two installments, as per dates specified at the time of admission. Delay in payment of the fees might attract a penalty. However, if a student is unable to pay the fees on time for a genuine reason, he/she may send an application stating the reason for the delay to the Director. The final decision in this regard will be taken by the Director.
12. Education Qualification

<table>
<thead>
<tr>
<th>Highest Academic Qualification</th>
<th>Subjects</th>
<th>Medium of Instruction</th>
<th>Status</th>
<th>Year of Pass/fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ SSC</td>
<td></td>
<td>☐ Hindi</td>
<td>☐ Pass</td>
<td></td>
</tr>
<tr>
<td>☐ 10+2 (Arts)</td>
<td></td>
<td>☐ English</td>
<td>☐ Fail</td>
<td></td>
</tr>
<tr>
<td>☐ 10+2 (Commerce)</td>
<td></td>
<td>☐ Others</td>
<td>☐ Pursuing</td>
<td>Discontinue</td>
</tr>
<tr>
<td>☐ 10+2 (science)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Graduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Work Experience:

<table>
<thead>
<tr>
<th>Organization</th>
<th>From (MM/YY)</th>
<th>To (MM/YY)</th>
<th>Position Held</th>
<th>Salary</th>
<th>Location</th>
</tr>
</thead>
</table>

14. Why you wish to join this course? Give reason or grounds therefore?

15. Would you like to join any other course, if the seat is not available in your desired course? If so, please mention the title of the course you would like to join.

1st Choice: ........................................ 2nd Choice: ........................................

RULES & REGULATIONS

a. All the students shall be regular and punctual throughout each session beginning with the first day of instructions. Each student should 80% attendance in each subject separately.

b. Irregular attendance, habitual idleness, disobedience or unbecoming conduct in the premises will render student liable to be dismissed at any time by the authorities. In such matters, the decision of the Director/Dean of the academy will be final.

c. Any damages caused to the property of the Institute must be replaced/restored by the student & guardian(s) concerned.

d. Students are responsible for the books, equipments, tools and other instruments used by them and shall make good on their loss or damage.

e. Tech Mahindra SMART Academy, New Delhi does not take any responsibility for any injury sustained by the student though all precautions will be taken to avoid any accident.

f. Tech Mahindra Foundation SMART Academy will issue its own certificate after careful assessment of the student’s performance at the final examination.

DECLARATION: I hereby declare that the information furnished above is true to the best of my knowledge. And I will abide by the rules and regulations that are in force from time to time.

Date: ...................... Signature of the Candidate ........................................

OFFICIAL USE ONLY

Note: Check mark submitted copies along with the application form.

☐ Caste Certificate ☐ Degree Pass Certificate ☐ Address Proof ☐ Others

Application & Documents checked by:........................................

Recommendation of the selection committee:
1. Counselor ☐ Recommended ☐ Not recommended
2. Nurse Tutor ☐ Recommended ☐ Not recommended
3. Dean Academics ☐ Recommended ☐ Not recommended

Comments of Director: ........................................