



# SANTOSH

**Deemed to be University**  
(Established u/s 3 of the UGC Act, 1956)

F. No. SU/2022/731(2)

Dated: 08.04.2022

## **MEMORANDUM**

**SUBJECT : TO START A VALUE-ADDED CERTIFICATE COURSE IN "QUALITY ASSURANCE IN CLINICAL LABORATORY" IN THE DEPARTMENT OF BIOCHEMISTRY, SANTOSH MEDICAL COLLEGE & HOSPITAL, GHAZIABAD, DELHI NCR \*\*\*\*\***

With reference to her letter on the subject cited above, Dr. Juhi Aggarwal, Prof & HOD of Biochemistry is informed that the changes for starting a Value-Added Certificate Course on "**QUALITY ASSURANCE IN CLINICAL LABORATORY**" has been considered and **approved** by the Board of Studies, Academic Council and the Board of the Management in their meetings held on 23.03.2022, 24.03.2022 and 30.03.2022 respectively and granted permission to start the above certificate course on the following terms and conditions:-

**1. Name of the Course**

"QUALITY ASSURANCE IN CLINICAL LABORATORY"

**2. Duration of the Course**

1 Month 16 Hours (Every Saturday 1:00 PM to 5:00 PM)

**3. Eligibility Criteria**

MBBS STUDENTS BATCH (2021-2022)

**4. Course Fee:**

Rs.500 per student

**5. Course Director:**

Dr. Juhi Aggarwal, Professor & HOD of Biochemistry

## 6. Course Methodology

PPT/ GROUP DISCUSSION/ GUEST LECTURE

## 7. Syllabus

DAY 1- Introduction & Pre- analytical process

DAY 2- Analytical process- Part I

DAY 3- Analytical process- Part II

DAY 4- Post Analytical process followed by Course Evaluation Test

The above is circulated to all teaching staff and concerned students of Santosh Medical College & Hospital for their information and necessary action.

**The Course Director is informed that the students will be required to submit their APPLICATION in the Prescribed Format [Annexure -1] for participating in the Value Added/Fellowship Programme.**

**The Course Director is further informed that he/she will be required to submit the details of Course Completion Intimation and request for Certificates in the Prescribed Format [Annexure - 2] to the Registrar for further necessary action.**

  
DR. ALPANA AGRAWAL  
REGISTRAR

Encl.: Annexure-1 & 2 as above

Distribution: As above

Copy to:

1. The Secretariat
2. The Chancellor
3. The Vice Chancellor
4. Dean, Santosh Medical College & Hospital
5. Medical Superintendent, Santosh Hospital
6. HOD of the Department of Biochemistry
7. Director IQAC
8. Dean Research
9. Finance Department
10. Guard File





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Annexure -1

### Application for Admission to Value Added Courses / Fellowship Courses

Month : \_\_\_\_\_ Year : \_\_\_\_\_

1.	Programme (Tick the relevant)	Value Added	/	Fellowship
2.	Name of the Programme			
3.	Name of the student (In Block Letters)			
4.	Name of the Institution Working / Studying			
5.	Address of the Institution Working / Studying			
6.	Designation / Year of Study			
7.	Course Studying in the University			
8.	Department (if any)			
9.	Academic Qualifications	Degree		Month & Year of Completion
		UG .....		
		PG .....		
		Ph.D.		
Any others				
10.	Residential Address			
11.	Mobile Nos.			
12.	Official E-mail ID			
13.	Personal E-mail ID			
14.	Date of Birth			
15.	Aadhar Number			
16.	Course Fee			
17.	Amount paid towards Course Fee			
18.	Amount of Fee Concession obtained			
19.	Date of payment of fee			
20.	Mode of payment	Cash	Cheque / DD	Online

Date :

Station :

Signature

Signature of Course Director

Forwarding Authority (HOD)

Registrar





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To  
The Registrar  
Santosh Deemed to be University  
Ghaziabad, NCR Delhi

Date: \_\_\_\_\_

### Course Completion intimation and request for Certificates

I, \_\_\_\_\_ <Name> \_\_\_\_\_, \_\_\_\_\_ <Designation> \_\_\_\_\_, the Course Director of the \_\_\_\_\_ <Value Added Course / Fellowship Programme> \_\_\_\_\_ entitled \_\_\_\_\_, certify that the following candidates have successfully completed the said course conducted from \_\_\_\_\_ to \_\_\_\_\_ and that they may be issued the respective Certificates accordingly.

S. No.	Name of the Student	Completed / Not Completed
1.		
2.		
3.		
4.		
5.		
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22.		
23.		
24.		
25.		

Forwarding Authority (Course Director / HOD)