



Jubilee Mission College of Allied Health Sciences

Jubilee Mission Hospital Trust - Archdiocese of Trichur

Bishop Alappatt Road, Jubilee Mission PO, Thrissur East - 680 005, Kerala, India

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Prospectus 2026-27 for Admission to

Para Medical Diploma Courses conducted by CMAI

DMRHIM – Diploma in Medical Records & Health Information Management

1. INTRODUCTION:

The catholic Archdiocese of Trichur, right from its inception in 1887, has made remarkable and effective contributions in the fields of health care, education, social welfare and development of the community in Central Kerala. The strong presence of the Church has made a positive impact on the educational, socio-economic, cultural and health indicators of the region.

As a part of the healing mission of the Archdiocese of Trichur, a small dispensary was begun at Thrissur on 17th December, 1951. As a result of self-sacrifice, exceptional dedication, and above all, the divine providence, the small dispensary is now grown to be the Jubilee Mission Medical College & Research Institute, with 1500 bedded multi-specialty hospital that has facilities for medical education such as Medical College, College of Nursing, School of Nursing and an array of allied health science courses.

2. DIPLOMA IN ALLIED HEALTH SCIENCES UNDER C.M.A.I.:

Christian Medical Association of India (CMAI) is the official health agency for Christian Health Institutes and Health Professionals committed to the ministry of Healing. CMAI has fellowship, advisory, assistance, consultancy as well as educational training programmes for institutes, doctors, nurses, allied health professionals and administrators. The courses approved by the Christian Medical Association of India are coordinated by the

Central Education Board (CEB), Plot No.2, A-3, Local Shopping Centre, Janakpuri, New Delhi, 110058. The Jubilee Mission College of Allied Health Sciences conducts the following programmes approved by the CMAI (As on date, CMAI courses are not approved by Kerala State Government):

2.1. Courses offered at present

	Name of the Course	Total Seats	Course Duration	Internship / Training
1	DMRHIM - Diploma in Medical Records & Health Information Management	10	2 Yrs	1 Year

2.2. Syllabus

Course	1 st Year	2 nd Year
DMRHIM	Communication skills in English Computer skills & Applications Basic Human Sciences (Anatomy, Physiology, Microbiology, Biochemistry, Haematology, Forensic Medicine & Pharmacology) Medical Record Sciences Medical Terminology I	Medical Terminology II Information to Hospital Management & Health System Management International classification of Diseases ICD -10 – Surgical & Non-Surgical ICD 9 - Procedures

3. ADMISSION:

3.1. Eligibility

3.1.1. A pass in Plus Two examination or its equivalent with an aggregate of 50% marks for Physics, Chemistry and Biology. In the absence of candidates with sciences subjects candidates from other streams may also be considered.

3.1.2. Those who have passed Plus Two with optional subjects other than Physics, Chemistry and Biology may also apply for DMRHIM. However, candidates with science background are preferred. Open school students are not eligible to apply

3.2. Age; The candidate should have completed 17 years and should not be more than 28 years as on 1st June 2026. The candidate should have basic working knowledge in English and should have good physique to carry out the hospital duties.

4. APPLICATION FORM:

- 4.1. The application form and prospectus for admission to Para Medical Diploma Course shall be downloaded from the website www.jmmcri.org from 1st June, 2026 onwards. Please download the prospectus and application form and the same will not be issued from office
- 4.2. The cost of application and prospectus is Rs.300/- (Rupees Three Hundred only) which shall be enclosed and submitted along with the completed application form. The application fee shall be paid as Demand Draft (DD) in favour of Director, Jubilee Mission Hospital, Payable at Thrissur.

5. HOW TO APPLY:

- 5.1. The applicants are requested to fill up the downloaded application form in their own hand writing and in CAPITAL BLOCK LETTERS.
- 5.2. All columns of the application shall be filled and no column shall be left blank.
- 5.3. Duly completed application form shall be sent by speed/registered post to THE DIRECTOR, JUBILEE MISSION HOSPITAL, BISHOP ALAPATT ROAD, JUBILEE MISSION P.O., THRISSUR EAST - 680 005. The completed application forms may also be deposited directly in the box provided in front of the Office Superintendent's cabin at the Administration Building of Jubilee Mission Medical College (Gate-1), Ground Floor, C-Block.
- 5.4. The LAST DATE OF RECEIPT OF APPLICATION shall be 25.07.2026
- 5.5. The application submitted directly/by post shall be enclosed in a envelop and should be prescribed "Application for C.M.A.I. Para Medical Diploma Courses 2025-26"
- 5.6. Late and incomplete applications and applications without D/D applications will be rejected.

5.7. The SELF-ATTESTED COPIES OF THE FOLLOWING DOCUMENTS are to be attached along with the application form:

- (a) The relevant pages of SSLC book / equivalent board certificate as proof of age and date of birth.
- (b) Certificate and Mark list of qualifying examination (Plus Two/12th Std.) or printout of the result sheet from the website.
- (c) Eligibility / Equivalency Certificate from Higher secondary Board, Kerala, for the candidates who have completed qualifying examination from outside Kerala State.
- (d) For foreign Nationals, the entry qualification equivalency i.e. 12th Standard can be obtained from the Association of Indian Universities, New Delhi.
- (e) Certificate of good conduct from the institution last attended (Preferably issued within six months).
- (f) Letter from the Parish Priest & Community Certificate from Revenue Authorities, if the applicant belongs to Christian Community.
- (g) A Demand Draft (DD) for Application Fee (Rs.300/-) in favor of Director, Jubilee Mission Hospital payable at Thrissur from any Bank shall be attached (original) along with the application, without which the application will not be considered.

Note: The applicants are requested NOT to ENCLOSE any original certificates while submitting the application form.

6. SELECTION AND ADMISSION:

6.1. The eligible applicants will be intimated to appear for an interview before the Selection Board. Admission will be done as per the norms given by the C.M.A.I. The candidates are requested to visit the website regularly to update on admission process.

6.2. The applicants, at the time of interview, shall produce the following original certificates for scrutiny:

1. The original certificate/mark list of the S.S.L.C.
2. The original pass certificate and/or mark list of the qualifying examination.
3. Transfer Certificate (TC) from the institution, candidate last attended.
4. Course and Conduct Certificate from the institution, candidate last attended.
5. Two Attested Photocopies of 1, 2, 3 & 4.

6.3. The selected list will be published on the website. The selection of the candidates will be provisional, subject to the final approval and registration by Christian Medical Association of India (CMAI) and medical fitness of the applicant

6.4. The period of first three months will be treated as probation period. If at the end of the period, any candidate is found wanting in aptitude for the health care profession, in earnestness in studies and in physical and moral fitness she/he is likely to be asked to discontinue

6.5 The candidates are requested to pay prescribed fees at the time of admission.

7. FEE STRUCTURE:

Particulars	1 st Year	2 nd Year
Admission Fee	1,500	
Registration & Affiliation Fees	3,000	
Caution Deposit	3,000	
Tuition Fee	13,000	12,000
Library Fee	500	500
Establishment Fee	1,500	1,500
Total	22,500	14,000
Uniform (Approximately)	6,000	

a. Exam Fees, Diploma Certificate Fees, Transcript Fees, etc. are to be paid by the candidate from time to time, in addition to the above.

- b. All the fees due for the year are to be paid in a single instalment at the beginning of each academic year.
- c. The fees once paid will not be refunded. If any student leaves the institution after commencement of classes, they are liable to pay full two years fees before returning the original documents.
- d. Students joined shall undergo one year compulsory internship. If anybody leave without completing internship shall be liable to pay compensation.

8. GENERAL RULES AND REGULATIONS:

Admission to Para Medical Courses starts in the month of July and the academic year extends from August to July. Students are expected to maintain a very high standard of discipline, compassion, honesty, and sincerity in their work. Jubilee Mission Hospital is well known for its clinical excellence and the loving care to every person with a smile. The motto of the institution is "Service with love". The students shall be smart in appearance and polite and courteous with the staff, superiors, colleagues, as well as with the patients and their family. Students shall remain under the direct control of the Principal, who will report to the Asst. Director (Nursing Education & Services). Indiscipline of any sort, disobedience, dishonesty, negligence will not be tolerated and will attract punitive action, including expulsion from the institution. All candidates who aspire to join the institution and their parents/guardians shall ensure discipline along with the administration

- 8.1. Students are expected to attend classes in proper uniform. Uniform shall always be neat, clean, and well ironed. They should display their ID card at all times to establish their identity.
- 8.2. Students should assemble in the class room five minutes before the commencement of the class. They may be marked absent if late and will lose attendance.
- 8.3. Students are expected to observe order and silence at the School, hospital and its premises and make as little noise as possible while moving from one place to another.
- 8.4. Students are not allowed to loiter around in the working areas and not to bring their friends and relatives to the campus without getting prior permission from the Principal.
- 8.5. Students are forbidden to affix posters, display materials and other articles on the walls of the building of the Institution.
- 8.6. Students of the School are forbidden to take any active part in political agitation. Students getting involved in any activity that may interfere with the corporate life and educational discipline of the school will be liable to be suspended or expelled from School. The Director shall be the final authority in discipline, including punitive action like fine, loss of attendance, suspension, or expulsion, if necessary.
- 8.7. Students are prohibited from organizing any meeting or entertainment in the school or collecting money for the purpose within the school premises, without the explicit written permission of the HOD/Course Coordinator/Director.
- 8.8. Students are not permitted to conduct any programmes without prior permission from the HOD/Course Coordinator/Director.

- 8.9. Students are not permitted to remain in classrooms except during class hours.
- 8.10. The use of mobile phone is not permitted in school, hostels, and hospital.
- 8.11. Students are forbidden from directly addressing higher authorities. All communication must be submitted through the Principal/Director who will forward the same, if necessary.
- 8.12. A student to whom any article/property of the institution is issued shall be responsible for its preservation, in good condition and in the event of its being lost or damaged, shall be required to replace it or defray its cost.
- 8.13. The students are not allowed to accept any gift in cash/kind from the patients or relatives.
- 8.14. After the completion of the course the student shall undergo one year of internship/training at Jubilee Mission Hospital for further experience.
- 8.15. If a student withdraws the course during the period of studies he/she shall be liable to pay the entire course fees. The certificates will be returned only after paying all the dues to the institution.
- 8.16. The student's selected shall be on probation for a period of three months/until the registration with CMAI. At the end three months/after successful registration with CMAI, those found wanting in aptitude for the health care profession, earnestness in studies and physical and moral fitness may be asked to discontinue.

9. ATTENDANCE AND HOLIDAYS:

- 9.1. There should be a minimum of 80% attendance in theory and 100% in practical classes to appear for each year end examination.
- 9.2. Any absence without proper reasons/intimation will attract disciplinary action.

- 9.3. Special classes may be arranged for the benefit of the students at any time and the students should attend the classes punctually.
- 9.4. All Sundays, National Holidays and any other holidays that are notified by the institution authorities will be academic holidays.

10. LEAVE:

- 10.1. Students are permitted a maximum of 20 days leave in an academic year. Students remaining absent beyond 15 days in addition to the prescribed leave will not be allowed to re-join except on health ground and also in exceptional circumstances
- 10.2. Students shall clearly state in their leave application the ground for the leave, the number of days, and the dates for which the leave is required.
- 10.3. The student should apply for the leave three days before the actual date of availing the leave. The leave letter is to be forwarded to the Head of the Department who will sanction/reject the leave and the same will be forwarded to the Course Coordinator by the HOD. Normally, leave shall not exceed for more than four days at a stretch. In addition, special leave for festivals may be sanctioned at the discretion of the Head of Department to a maximum of five days in an academic year without affecting the practical duties and total number of academic days in the department.
- 10.4. No leaves, including Sick Leaves, shall be carried over to next academic year
- 10.5. Absence without authorized leave will be counted as unauthorized absence and will entail forfeiture of two days of attendance.
- 10.6. A student absenting from the course for more than 15 consecutive days without satisfactory explanation is liable to have his / her name removed from the roll of the institution.

10.7. The HoD is authorized to sanction an off from duty according to the duty arrangements.

10.8. During hospital holidays, the Hod may arrange emergency duties and a compensatory duty off may be given to the student later without affecting the routine functions.

10.9. SICK LEAVE: A student is eligible for a maximum of 10 days sick leave in an academic year. Sick leave shall be granted on production of medical certificate from a doctor not below the rank of an Assistant Professor at Jubilee Mission Medical College Hospital. Medical/sick leave shall not be considered equivalent to attendance. Application for sick leave shall be submitted within three days of actual availing of the sick leave.

11. PROHIBITION OF RAGGING:

According to Kerala Prohibition of Ragging Act, 1998, 'ragging' means doing of any act or disorderly conduct of a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or shame or embarrassment to any student and includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such students will not in the ordinary course be willing to do.

All institutions will have to abide by the directives of the Honorable Supreme Court of India dated 16th May, 2007 in SLP No.(S)24295 of 2006 University of Kerala Vs. Council Principal's Colleges, Kerala & Ors. (With SLP(C) No. 24296-99/2004 and W.P.(CrI) No.173/2006 & SLP(C) No.14356/2005) and recommendations approved by the Honorable Supreme Court of India on effective prevention of ragging in educational institutions.

In case the applicant for admission is found to have indulged in ragging in the past or if it is brought to the notice of authorities on a later occasion, he/she shall be expelled from the educational institution.

In this regard, each of the students of the institution and his/her parents/ guardian are required to mandatorily submit a combined undertaking in a prescribed format, at the time of admission.

01.06.2025

Director