



# PROSPECTUS

## School of Optometry



## SRI SANKARADEVA NETHRALAYA

Hospital and Post Graduate Institute of  
Sri Kanchi Sankara Health and Educational  
Foundation

Assisted By Govt. Of India. North Eastern  
Council & Govt. Of Assam

## Index

Sl. No.	Contents	Page No.
<b>1.</b>	<b>Message</b>	1-1
<b>2.</b>	<b>About the Institution</b>	2-4
<b>3.</b>	<b>About Optometry</b>	6-7
<b>4.</b>	<b>Campus</b>	7-9
<b>5.</b>	<b>Rules and Regulations</b>	10- 20
	A) Definitions	
	B) Course Description	
	C) Affiliation	
	D) Duration of the Course	
	E) Number of Seats	
	F) Applications	
	G) Admission Requirements	
	H) Selection Board and Selection Process	
	I) Application Procedure	
	J) Tuition Fee Expenses.	
	K) Photograph	
	L) Faculty Qualification	
	M) Course of Study & Scheme of Examinations	
	N) Appeal	
	O) Miscellaneous	
	P) Removal of Difficulties	
	Q) School Timing	
	R) Identity Card	
	S) Extra Mural / Guest Lectures	
	T) Instruments	
	U) Log Book	
	V) Dress Code	
	W) Applying for Leave	
	X) Sunday Camps/ OPD	
	Y) Holidays	
	Z) Anti- Ragging	
<b>6.</b>	<b>List Of Board of Trustees</b>	21
<b>7.</b>	<b>List of Managing Committee Members</b>	22
<b>8.</b>	<b>List of Paramedical Educational Council Members</b>	23
<b>9.</b>	<b>Application Form</b>	24-26

## **FROM THE CHAIRMAN'S DESK**



### **MESSAGE**

**Optometry is a health science which deals with various services related to Ophthalmology. Optometrists are specially educated and trained and can perform listed services.**

**It is my pleasure to inform that Sri Sankaradeva Nethralaya is starting Optometry course under affiliation of Srimanta Sankaradeva University of Health Sciences. This will be a state-of-the-art institution.**

**There is tremendous employment opportunity for the candidates who will be successfully completing the course.**

**Our Institution has a vision to maintain a high class training so that the successful candidates become professionally highly competent for any optometry services, academics and research.**

**Dr. Harsha Bhattacharjee  
Chairman, Paramedical Educational Council  
Sri Sankaradeva Nethralaya**

# SRI SANKARADEVA NETHRALAYA

## **ABOUT THE INSTITUTION**

Sri Sankaradeva Nethralaya, a premier eye hospital of the Northeast India, was established on 14th October 1994, by a registered charitable trust, namely Sri Kanchi Sankara Health And Educational Foundation, formed under the aegis of both Their Holiness – The Sankaracharyas of Sri Kanchi Kamakoti Peetam, Kancheepuram, Tamil Nadu. Named after the great Vaishnavite Saint of the region, Srimanta Sankardev, it was established with the motto: ‘Service to People’

The services of the hospital were dedicated to the nation on 24th November 1995 by the then prime minister of India P. V. Narasimha Rao and the subsequent visit of the former President of India K. R. Narayanan on 9<sup>th</sup> November 1998. The Institution was also privileged to have been visited by the former President of India Dr. A. P. J. Abdul Kalam, on 9<sup>th</sup> March 2007, who had inaugurated the Paediatric Ophthalmology department. To add one more feather to its crown, the Institution was declared as a ‘**Centre of Excellence**’ by the former Prime Minister Dr. S. Manmohan Singh, on his visit to its premises on 21<sup>st</sup> November 2004.

The Institution launched its structured outreach community services for rural patients of the region at their doorsteps in the year 1997. Towards this, it has set up 3 community out-reach service centers in different parts of Guwahati in collaboration with local NGO’s like ‘Free Satellite Center’ at Bonda, Ramkrishna Mission at Chatribari and Bharat Sevashram Sangha at Kalapahar.. Nethralaya regularly conducts eye camps in rural areas also (apart from those organized at the three satellite centers) where patients requiring surgery are brought to the base hospital for treatment. The entire cost of treatment (including investigation procedures, if any, required and surgery with Intra Ocular Lens implant), two-way transportation, food, medicines, spectacles and stay accommodation is borne by the institution.

Nethralaya is able to serve with more precision and perfection, offering services of all the subspecialty clinics such as laser, cataract & refractive surgery, medical retina, uvea, contact lens and low vision aids, cornea, ocular prosthesis, electro diagnostics, orbit and oculoplasty, fundus fluorescein angiography, medical photography, retina and vitreous surgery, glaucoma, squint and orthoptics, Botox etc. The latest additions to its long list of facilities include the LASIK centre (for correction of refractive errors in myopic patients with laser technology), General Anaesthesia with ICUs, Executive Vision Screening Programme,

Optical Dispensing Unit, Utility Corner (In-house Pharmacy) and PCR Laboratory. Over and above, it also has 10 state-of-the-art Operation Theatres and ICU.

It has also set up state-of-the-art Laboratories for Microbiology and Histopathology. The year 1997 also saw the establishment of a state-of-the-art Eye Bank of Sri Sankaradeva Nethralaya with affiliation of the Indian Eye Bank Association. It is today performing many corneal transplant surgeries and is the first accredited Corneal Transplant Center of the Northeastern Region.

A Family Eye Clinic of Nethralaya was also established in Tezpur on 26<sup>th</sup> November 2011. A recent social eye health project namely, “Hospital Based Community Eye Health Programme” has been undertaken by the Institution in collaboration with an International NGO, ‘Operation Eyesight Universal, Canada’ and under which a ‘Vision Center’ has been established in Sonapur near Guwahati, Assam to take care of the community outreach activities of the project in rural areas surrounding the center.

Postgraduate Course in Ophthalmology – DNB (Diplomat of National Board) with affiliation of National Board of Examinations, New Delhi under the Ministry of Health & Family Welfare of Govt. of India is conducted by the Institute every year.

It also offers 1-year Fellowship in Comprehensive Ophthalmology, Community Ophthalmology, Cornea, Glaucoma, Medical Retina, Orbit & Oculoplasty, Uvea and Vitreo Retina with affiliation of Srimanta Sankaradeva University of Health Sciences, Assam.

### **Vision & Mission Statement:**

Sri Sankaradeva Nethralaya is committed to provide professional ophthalmic care with state-of-the-art technology and dedicated manpower.

### **We strive for:**

- \*Continued up-gradation of facilities and deployment of modern technology
- \*Fulfilling social responsibility and commitment
- \*Enhancing patients’ satisfaction
- \*Complying with regulatory and statutory requirements

### **We believe in:**

- \*Non-discrimination of our patients irrespective of their social status
- \*Imparting continued medical education

### **We encourage:**

- \*Dissemination of knowledge through educational activities and research

### **ABOUT OPTOMETRY**

Optometrists perform eyesight examinations, give advice on vision problems and prescribe corrective lenses or spectacles. Working with patients of all ages, optometrists examine the eyes to detect signs of injury, disease, abnormality and defects in vision.

Optometry is one of the leading lucrative professions in the country with flexible working hours.

There are many career options available to optometry graduates as a result of their academic and clinical experience. An optometrist can -

- \* Practice independently
- \* Assist ophthalmologists in hospitals/clinics
- \* Practice at optical establishments
- \* Have excellent job opportunities overseas
- \* Offer clinical services to multinationals dealing with the manufacturing and distribution of ophthalmic lenses, contact lenses and ophthalmic instruments.

Presently, the optical establishments in the country employ whosoever they find. Ophthalmologists and Ophthalmic hospitals that require well qualified optometrist to assist them in their routine clinical work can hardly find able personnel. The paying capacity of the optical establishments as well as that of Ophthalmologists is good enough for a well trained optometrist.

For those interested in pursuing higher studies, post graduation in the form of fellowships as well as MS and PhD programmes are now available in the country.

India with a population of 120 crores, the ratio of qualified eye care professionals to patients with eye problems is very low. In 2010 it was estimated that India needs at least 1,15,000 qualified optometrists; whereas, India has approximately only 9,000 optometrists and 40,000 other eye care paramedical personnel.

Sri Sankaradeva Nethralaya has the infrastructure required for conducting Optometry course as it is a centre of excellence in eye care with all the facilities for imparting technical training.

The Institution's initiative for starting the School of Optometry is for the following reasons:-

- 1) To minimize the gap between the national requirement of qualified and trained optometrists; on the other hand, students who qualify for doing this technical training course, have ample scope for employment.

- 2) Sponsoring students from economically underprivileged strata of the society, with special thrust to educate and lift not only their socio-economic status but also their families' as well.
- 3) By utilizing the facilities of a reputed eye care institution for imparting technical education to students coming from villages and interior rural areas of the region, effective optometry care can be reached out to the nooks and corners of the Northeast.

#### **Objectives of establishing B.Sc. Optometry :**

- a) To train students pursuing this course in the fields of basic medical subjects and different skills and techniques related to Optometric profession.
- b) To develop quality Optometrists with good functional and conceptual knowledge.

#### **Objectives of establishing Paramedical Ophthalmic Assistant and Ophthalmic Nursing :**

- a) To train students to acquire comprehensive knowledge in the field of ophthalmology and other subjects related to ophthalmic assistant and ophthalmic nursing profession.
- b) To develop quality paramedical personnel in ophthalmic assistant and ophthalmic nursing techniques with good functional and exclusive knowledge.

### **CAMPUS**

#### **City, location, neighborhood**

Sri Sankaradeva Nethralaya School of Optometry, located at 96, Basistha Road, Beltola of Guwahati City, is approximately 10 kilometers away from Guwahati Railway station and 20 kilometres from the Lokpriya Gopinath Bordoloi International Airport at Borjhar.

#### **Campus - Facilities**



Reception

#### **Main Campus**

The main building of SSN School of Optometry is situated adjacent to the main hospital complex in a vast area of approximately 6½ bighas of land with a built-up campus area of approximately 150,000 sq. ft. This building houses classrooms for students of the Post-Graduate and Paramedical Courses offered by the Institute, including a few ultra modern laboratories, library, conference hall, academic office etc.



Laboratory



Auditorium



Class Room



Conference Room



Investigation



Operation Theatre



Board Room



Seminar hall

## Seminar/Video Conferencing Hall

The seminar hall with videoconferencing facility provides an opportunity for the students to update themselves with the recent advances in the field of Optometry by attending conferences and seminars where eminent faculty members of reputed institutions deliver lectures on the subject.

## Library

A well equipped library is a reflection of an institution's commitment towards education and research. The 2000 sq. ft area library owes its vast collection of books and journals to the many individuals who voluntarily donated various books pertaining to Ophthalmology and other subjects which serve as precious study materials for both medical and paramedical staffs and students of the Institution.



Library



Out patient department



Slit lamp examination



Ward



In patient department

## **RULES AND REGULATIONS**

The rules and regulations are subject to change as per the decision of the Paramedical Educational Council and the Management Committee of Sri Sankaradeva Nethralaya.

### **A). DEFINITIONS**

- a) Bachelor : The word “Bachelor” is used to mean the Degree of Bachelor of Science, which is conferred to a student on successful completion of the course approved for the purpose.
- b) Annual : The word “ annual” is used to mean a yearly course of term of studies.
- c) Degree : The word “Degree” is used to mean the degree of B.Sc. Optometry.
- d) Course : The word “ Course” means a training programme of a specific duration for which a degree/ diploma/certificate is awarded.
- e) Institution : The word “ Institution” means a place of training / study in which various courses are conducted leading to awarding of degree / diploma/ certificate.
- f) Board : “Board” means selection Board.
- g) Government : “Government” means the Government of Assam.
- h) Paramedical Courses. : “Paramedical Courses” means Diploma courses of Paramedical Sciences.
- i) OBC/MOBC : “OBC/MOBC” means other backward classes and more other backward classes as notified by the Government by an order
- j) Scheduled Tribes: “Scheduled Tribes” means Scheduled Tribes notified by the President of India by order .
- k) TGL : “TGL” means the tribe communities as notified by the Director of Tea Welfare, Govt. Assam.

### **B) Course Descriptions**

The following paramedical courses are presently offered by Sri Sankaradeva Nethralaya under Srimanta Sankaradeva University of health Sciences, Guwahati. These are full time academic courses with classroom lectures and practical training sessions in various sub-specialties of Ophthalmology.

1. B. Sc. Optometry (Degree)
2. Paramedical Ophthalmic Assistant and Ophthalmic Nursing (Diploma)

## Programme Structure for B.Sc. Optometry

### I<sup>st</sup> Year

SL. NO	NAME OF SUBJECT	HOURS (Theory)	HOURS (Practical)	TOTAL HOURS
1.	Human Biology	75	-	75
2.	Basic Biochemistry	50	-	50
3.	Physical Optics & Lighting	75	-	75
4.	Geometrical Optics	75	30	105
5.	Dispensing Optics-I	125	120	245
6.	Eye Anatomy & Physiology	200	25	225
7.	Basic & Ocular Pharmacology	50	-	50
8.	Pathology & Microbiology	50	-	50
9.	Ophthalmic Optics	75	125	200
10.	Computer Fundamentals	25	25	50
11.	Environmental sciences	45	5	50

### II<sup>nd</sup> Year

SL. NO	NAME OF SUBJECT	HOURS (Theory)	HOURS (Practical)	TOTAL HOURS
1.	Visual Optics	100	30	130
2.	Dispensing Optics-II	100	90	190
3.	Optometric Instruments	75	30	105
4.	Clinical Examination of Eye	75	30	105
5.	Ocular Diseases	50	-	50
6.	Optics & Refraction	100	45	145
7.	Optometric Optics & LVA	75	45	120
8.	Ocular Diseases-II	75	30	105
9.	Optometric Investigations	100	60	160
10.	Hospital Procedures & Medical Psychology	50	-	50

### III<sup>rd</sup> Year

SL. NO	NAME OF SUBJECT	HOURS (Theory)	HOURS (Practical)	TOTAL HOURS
1	Contact Lenses-I	100	90	190
2.	Binocular Vision & Ocular Motility	100	90	190
3.	Systemic Diseases and the Eye	30	-	30
4.	Major Eye Diseases	30	90	120
5.	Nutrition	20	-	20
6.	Public Health & Community Optometry	20	30	50
7.	Contact Lenses-II	100	90	190
8.	Advanced Orthoptics	75	90	165
9.	Applied & Clinical Optometry	75	120	195
10.	Optometry & Law in India	25	-	25
11.	Basic Accountancy & Public Relations	25	-	25

## **Programme Structure for Paramedical Ophthalmic Assistants and Ophthalmic Nursing**

### **1<sup>st</sup> Semester**

<b>Sl. no.</b>	<b>Subjects</b>	<b>Theory</b>	<b>Practical</b>
1	Human Anatomy & Physiology	30 hours	
2	Ocular Anatomy	60 hours	20 hours
3	Ocular Physiology	40 hours	
4	Biochemistry	30 hours	20 hours
5	Ocular Pharmacology	30 hours	
6	Microbiology & Pathology	20 hours each	10 hours each
7	English	30 hours	
8	Visual optics(I)	60 hours	50 hours
9	Basic Computer	20 hours	20 hours
10	Community Ophthalmology, Health education & counseling eye care services & blind school visit	20 hours	20 hours
<b>Total</b>		<b>350 hours</b>	<b>110 hours</b>

### **2<sup>nd</sup> Semester**

<b>Sl. no.</b>	<b>Subjects</b>	<b>Theory</b>	<b>Practical</b>
1	Ocular Diseases	75 hours	30 hours
2	Ophthalmic surgical procedures	60 hours	60 hours
3	Ophthalmic Nursing Care	60 hours	30 hours
4	Visual optics(II)	70 hours	50 hours
5	Ocular clinics & investigation	60 hours	30 hours
6	Dispensing Optics	50 hours	20 hours
<b>Total</b>		<b>375 hours</b>	<b>220hours</b>

### **C) Affiliation**

The Paramedical Courses have the affiliation of Srimanta Sankaradeva University of Health Sciences, Guwahati. The course will be conducted as per the guidance and guidelines of the affiliating University.

#### **About the affiliated University**

Srimanta Sankaradeva University of Health Sciences, Guwahati, Assam, is established in 2009 as per Act, "The Srimanta Sankaradeva University of Health Sciences Act, 2007". It is the only Health University in the Northeastern Region with its jurisdiction covering the whole of Assam. It is established for uniformity in standards of education in all faculties of Health Sciences.

The Mission of the University is to create, uphold and develop an intellectual, philosophical, academic and physical environment which shall be conducive to free flow of ideas and exchange of information amongst various Faculties of the University, and to develop collaborative as well as autonomous institutions or

research and higher learning, between this University and other Universities of Health Sciences, and other centres of excellence in the country and abroad, thereby opening a window to the world for the health professionals, health planners, health managers, health policy makers, bio-medical and social scientists, educators and academicians in Health Sciences of the country.

#### **D) Duration of the courses**

The duration of the course will be as follows:

1. B. Sc. Optometry (4 years)
2. Paramedical Ophthalmic Assistant and Ophthalmic Nursing (1 year)

#### **E). Number of seats**

On the date of commencement of these rules, the number of total seats in paramedical courses are 40 (forty) and their break up are shown below:

<u>Sl No.</u>	<u>Courses</u>	<u>Number of seats</u>
1	B. Sc. Optometry	20
2	Paramedical Ophthalmic Assistant and Ophthalmic Nursing	20

#### **F.) Application**

- a) The Candidates shall have to apply in the prescribed form duly filled as per instructions given in the application form & Prospectus and submit the same to the authority as mentioned in the back of the application form.
- b) The application shall have to enclose attested copies of the following documents along with their application forms:
  - i) Admit Card of H.S.L.C Examination (Age Proof)
  - ii) Mark sheet and certificate of HSLC and final HSSLC or equivalent examinations.
  - iii) Caste Certificate (Wherever applicable).
  - iv) Permanent Resident Certificate of Assam.
  - v) Certificate in support of Quota applied for (Wherever applicable).

#### **G). Admission Requirements:**

##### **B.Sc. Optometry and Ophthalmic Assistant**

##### **Eligibility:**

- i) The candidate/applicant should have passed the Higher Secondary (HSSLC) (10+2) in science in the first attempt and must have passed individually in Physics, Chemistry, Biology (in both

theory & practical) and English with a minimum aggregate of 45% and above from a UGC recognized University or Council.

- ii) International Candidates will be guided by Govt. Of India rules
- iii) Candidate should be a citizen of India
- iv) Candidate should be a permanent resident of State and must furnish a certificate to this effect
- v) The minimum age limit for applying is 17 years and above.

## **H) Selection Board and Selection Process-**

### **a) Selection Board:**

There shall be a selection Board for the purpose of selection of candidates for admission into paramedical courses. The selection Board will be constituted by the Chairman of the Paramedical Educational Council of Sri Sankaradeva Nethralaya. The Board reserves the right to decide on all the matters related to the selection of the candidates. The decision of the Management Committee will be final and binding.

### **b) Selection Process:**

- i. The selection procedure will be based on merit.
- ii. The merit of candidates will be determined by the marks obtained by them on the basis of the following:-
  - 20% of total marks obtained in the Final HSLC (10<sup>th</sup> /Matriculation) or equivalent examination
  - 25% of total marks obtained in the Final HSSLC (12<sup>th</sup>) or equivalent examination
  - 5% of marks for extra or co-curricular activities
  - 30% marks of the written interview examination (entrance test)
  - 20% marks of the oral interview
- iii. In case two or more candidates are found to have obtained equal marks, the meritorious amongst them will be determined by the highest mark obtained by the one in 'Biology' subject in the Final HSSLC (12<sup>th</sup>) or equivalent examination.
- iv. In the event where two or more candidates are still found to have secured/share equal or same position by the process mentioned in point no. (iii) above, then the meritorious amongst them

will be determined by the higher marks scored by the one secured in 'Chemistry' subject in the Final HSSLC (12<sup>th</sup>) or equivalent examination.

- v. If still two or more candidates are found to be positioned evenly with equal marks scored by them on the basis of the procedures adopted as mentioned in point nos. (iii) & (iv) above, then the candidate who is older in age amongst them will be considered for selection.
- vi. Admission of selected candidates into the courses will be subject to their 'medical fitness'.

If the selection Board is satisfied prima-facie that any documents including PRC, age and schooling, caste certificate etc. produced by the candidates is of doubtful in nature the Board shall withheld the result and the documents shall be referred for further verification through a Competent Authority. To determine the eligibility of the candidates, the views of the competent Authority shall be considered for taking a final decision by the Board.

The candidate shall show the following **original** documents for verification during admission process:-

1. Admit Card of H.S.L.S Examination (Age proof)
2. mark sheet and certificate of HSLC and final HSSLC or equivalent examinations
3. caste Certificate (wherever applicable)
4. Permanent Resident Certificate of State.
5. Certificate in support of Quota applied for (wherever applicable)

### **I) Application Procedure**

If you meet the academic requirements for admission, the application form and programme details can be downloaded from the website (<http://ssnguwahati.org>). Duly completed application form is to be submitted along with requisite processing fee of Rs. 1,000/- (non-refundable) in the form of a crossed Demand draft drawn in favour of Sri Sankaradeva Nethralaya, Guwahati payable at State Bank of India, Guwahati. In case of Demand Draft payable at any other bank (at Guwahati), a demand Draft of Rs. 1000/-, should be submitted. Early applications are encouraged. Application deadline will be notified. The Admissions Board will carefully review your application and you will be invited for an interview or advised that you do not meet our admission Standards. The fee structures are subject to change from time to time as per the guidelines of the affiliating University, decision of the Paramedical Education Council and the Management Committee.

### **J). Tuition Fees Expenses.**

Fee structures applicable for candidates seeking admission.

The fees schedule applicable for B.Sc. Optometry program is as follows:

Admission Fees:	10,000/-
Each year Fees:	75,000/-
Caution Deposit (Refundable)	5,000/-
Library Fees	2,500/-
Clinical Instrument	2,500/-

The fees schedule applicable for Ophthalmic Assistant program is as follows:

Admission Fees:	7,000/-
Tuition fees:	40,000/-
Caution Deposit ( Refundable)	5,000/-
Library Fees	2,500/-
Research fee :	2,500/-

#### **K) Photograph**

Each Candidate shall submit 2 (Two) coloured passport sized photograph, one pasted on the form in the space provided, attested by a Gazetted officer. The signature of the Gazetted officer should be partly on the photograph and partly on the body of the application form. The other photograph shall be enclosed in a closed envelop and the back side of photograph should carry the name of the candidate in block letters.

#### **L) Faculty Qualification**

- Faculty members should be Master Degree holders in their respective subjects.
- Teacher without Master Degree may not be allowed as tutor/ demonstrator.
- Atleast 3(three) Faculty members should be regular staff of a Department.

- Guest lectures may be held for the benefit of the students.

### **M) Course of Study and Scheme of Examinations**

The period of certified study for the B. Sc Optometry course shall be a full time course and its duration shall extend over a period of four academic (4 years) and for the course of Paramedical Ophthalmic Assistant and Ophthalmic Nursing the duration shall be of (1 year). The course will ordinarily commence from 1<sup>st</sup> September Every year and no admissions to the course after 30<sup>th</sup> September shall be made. There shall be year ending examination at the end of every year which will consist of Theory as well as practical and oral components. The year ending examination shall be held in the month of August and supplementary examination in the month of February every year.

The examinations shall be conducted in the manner as per procedure given below.

- i. The academic head shall make necessary arrangements for notifying the dates of the annual examination, preferably at least 20 days in advance.
- ii. Setting of question papers, moderation of question papers, evaluation of answer scripts, scrutiny, tabulation of marks, preparation of merit list etc. and announcement of result shall be as per school guidelines.

### **N) Appeal**

1. The Management Committee of Sri Sankaradeva Nethralaya shall be the final authority to decide and dispose of all appeals if any, received from any aggrieved candidate. The candidate aggrieved may appeal before the Academic Head within seven days of the communication of the decision to him/her.
2. Such appeals shall be addressed to the Academic Head. The Academic Head shall refer the matter, along with the views, to the Paramedical Education Council, which may further be forwarded to the Management Committee for final decision.
3. Hearing of Appeal submitted by the student will be considered if the student has sufficient evidence that the institutional authority had committed a procedural lapse and the decision was taken without following the constitutional rules and regulations.
4. Assessment of Infringement: Hearing of the accused student (s) for establishment of facts as far as possible and determination of appropriate penalty for him/her, for any academic offence committed by him/her.

5. Fitness to practice: Hearing of the student to decide on the appeal made by the student on the issues like non-signing of the character and conduct certificate of the student by the appropriate authority or making any adverse comment against the student by any teacher.

#### **O) Miscellaneous**

- a. Every candidate shall apply in prescribed form duly obtained from concerned authority on payment of such sum as may be notified in the advertisement given for the purpose.
- b. Application must be filled up by the candidate in his/her own handwriting and shall be accompanied by all necessary certificates, documents and fees as may be prescribed in the prospectus/ advertisement. Incomplete application form in any respect shall be rejected and no communication in this regard shall be entertained. The Authority/ Institute shall not be responsible for any delay in the receipt or loss of application in postal transit and no correspondence in this regard shall be entertained. Any document/ certificate which is found to be false or fabricated at any stage shall make the application liable to rejection and admission if given on basis of such documents/ certificates shall be liable to be cancelled without any refund of any fee etc. paid in this regard and criminal proceedings shall be drawn against such candidate.
- c. The Courses are non stipendary and hostel facilities are not available.

#### **P) Removal of Difficulties**

Notwithstanding anything contained in these Rules, the Management Committee of Sri Sankaradeva Nethralaya. shall have the power to take any action, not inconsistent with the provisions of these rules, as may be necessary to remove any difficulty for which no expressed provision exists in these rules..

#### **Q) School Timing**

The working hours of college are from 8:30 AM to 3.30 PM. However during the final year as the students are posted in different specialty clinics and out patient procedures, the timing will depend on the clinical schedule, Punctuality and attendance will be considered for evaluations.

### **R) Identity card**

Each student will be given an identity card which the students are supposed to wear all the time inside the campus. Students will not be allowed to enter the branches of the hospital without the identity card.

### **S) Extra mural/ Guest Lectures**

Sri Sankaradeva Nethralaya organizes lectures and discourses on a variety of topics. Students can attend these sessions.

### **T) Instruments**

All students must compulsorily possess a retinoscope and an ophthalmoscope before the first semester of the second year.

### **U) Log book**

Students are expected to maintain a log book for all the practical and clinical sessions they attend with relevant details. The log book should be submitted whenever asked and before the examinations.

### **V) Dress Code**

Since the students are expected to work in a professional clinical setting, formal dress code is mandatory. The dress code will be specified.

### **W) Applying for leave**

Students are advised to give prior information to the School authorities about their leave/ permission failing which strict disciplinary action will be taken. Medical Certificate need to be produced from a Registered Medical Practitioner in case of leave days more than 2 days.

### **X). Sunday Camps/ OPD**

The third and final year students are given a chance to observe and perform community vision screening / eye care awareness creation activities through various scheduled programs.

## **Y) Holidays**

Allotted holidays will be specified in the institution's calendar. The Academic Head holds the final authority to declare holiday on any other circumstances. The students are requested to contact the academic office for further information.

## **Z) Anti-Ragging**

The institute maintains strict anti-ragging guidelines and all students are required to avoid any such activities. Students, violating the same are liable to disciplinary action including expulsion from the institute and also lodging a criminal case against the student at the police station as per the directive from the honorable Supreme Court of India.

## 6. Trustees of Sri Kanchi Sankara Health And Educational Foundation

- |                                       |                          |
|---------------------------------------|--------------------------|
| 1) Mr. Dipok Kr. Barthakur            | Chairman                 |
| 2) Mr. S. V. Subramanian, IPS (Retd.) | Vice Chairman            |
| 3) Mr. Dipankar Chattaerjee           | Vice Chairman            |
| 4) Mr. Ramesh Pasari                  | Secretary –cum-Treasurer |
| 5) Dr. Harsha Bhattacharjee           | President & Trustee      |
| 6) Dr. S. S. Badrinath                | Trustee                  |
| 7) Dr. T. S. Surendran                | Trustee                  |
| 8) Mr. S. Mahalingam                  | Trustee                  |
| 9) Mr. Mahadeo Jalan                  | Trustee                  |
| 10) Mr. R K Dutta                     | Trustee                  |
| 11) Mr. S. Nagabhushanam              | Trustee                  |
| 12) Mr. K. Muthuswamy                 | Trustee                  |
| 13) Dr. T. Raviraju                   | Trustee                  |

## **7. List of Members of the Managing Committee of Sri Sankaradeva Nethralaya**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| 1) Mr. Dipok Kr. Borthakur          | Chairman                        |
| 2) Mr. Ramesh Pasari                | Trustee-Secretary               |
| 3) Mr. K. Muthuswamy                | Trustee                         |
| 4) Dr. Harsha Bhattacharjee         | President & Trustee             |
| 5) Mr. Arun Dutta Roy               | Hon'ble Member                  |
| 6) Mr. Mrigen Baruah                | Hon'ble Member                  |
| 7) Mr. K N Hazarika                 | Hon'ble Member                  |
| 8) Mr. Robin Borthakur              | Hon'ble Member                  |
| 9) Mr. C H Kharsiing                | Hon'ble Member                  |
| 10) Dr.(Mrs.) Kasturi Bhattacharjee | Director (C&A) & Hon'ble Member |
| 11) Mr. Bhaskar Barua, IAS (Retd.)  | Hon'ble Member                  |

## **8. Paramedical Educational Council of Sri Sankaradeva Nethralaya**

- |   |   |          |
|---|---|----------|
| 1) Dr. Harsha Bhattacharjee, President & Trustee, SSN                                 | - | Chairman |
| 2) Dr. Kasturi Bhattacharjee, Director (Clinic & Academic), SSN                       | - | Convener |
| 3) Prof. Pulin Kumar Deka, Ex-Principal, Gauhati Medical College & Hospital, Guwahati | - | Member   |
| 4) Mr. Chinmoy Chowdhury, Advocate, Gauhati High Court                                | - | Member   |
| 5) Dr. Jayanta Das, Psychiatrist & Social Worker                                      | - | Member   |
| 6) Mr. Dipankar Dutta, Founder – CEC & Chairman, Hindustan College, Guwahati          | - | Member   |
| 7) Dr. Ganesh Chandra Kuri, Senior Consultant, SSN                                    | - | Member   |
| 8) Dr. Manabjyoti Barman, Senior Consultant, SSN                                      | - | Member   |