



PROSPECTUS

F.Sc & B.Sc. (Hons.) Medical Laboratory Technology



College of Medical Laboratory Technology (CMLT)

NATIONAL INSTITUTE OF HEALTH, ISLAMABAD



بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

In the name of Allah the most Gracious, the most Merciful

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An Overview

1.1 Introduction:

The college of Medical Laboratory Technology (CMLT) is a prestigious institution of the country, imparting quality training in the field of Medical Laboratory Technology (MLT) since 1961. The CMLT is one of the integral components of the National Institute of Health (NIH) Islamabad and is widely recognized at the national and international level. The students of this college are serving the people all over the country and also abroad, earning foreign exchange and good name for the country.

1.2 Mission:

To strengthen the goal of National Health Care Delivery System through Human Resource Development by providing high quality academic and practical training in the field of Medical Laboratory Technology (MLT).

1.3 Aims & Objectives:

- 1.3.1 To produce well-trained and qualified Medical Laboratory Technicians and Technologists to fulfil the national needs for health laboratories.
- 1.3.2 To provide laboratory tutors for Para-medical Training Institutions in the country and abroad.
- 1.3.3 To equip the trainees with the basic theoretical and practical knowledge for acquiring special skills at later stage.
- 1.3.4 To make them fully conversant with public health subjects and technology of medical laboratory services.
- 1.3.5 To inculcate basic human and Islamic values in the students so as to make them professionally sympathetic and considerate in their practical approach at the national and international level.

1.4 Brief History:

The CMLT was initially established as School of Medical Technology (SMT) at Karachi in 1961. It was the first School in the field of Medical Technology in Pakistan. It was established by the Government to meet the ever-increasing demand of competent, well-trained Medical Laboratory Technicians. The SMT along-with other components of National Health Laboratories (NHL), Ministry of Health was shifted to Islamabad in 1965. In 1980, the NHL became National Institute of Health (NIH), an autonomous body of the Ministry of Health, Government of Pakistan. Hence, the SMT became a fundamental and mandatory component of NIH. In 1989 the status of the School (SMT)

was up-graded to the College (CMLT), and 02 years B.Sc (MLT) classes were started with affiliation of Punjab University. In 1961, a certificate course of one year in the field of Medical Laboratory Technology was initiated. In 1970, the course was extended to one & a half year to incorporate the new developments in the field. In 1983, the duration was further increased to 02 years academic diploma course in order to equate with the intermediate level of formal education of the country. Later on the 02 years NIH diploma course was converted to HSSC-MLT in affiliation with Federal Board of Intermediate & Secondary Education (FBISE), Islamabad. In accordance with “National Education Policy 1998-2010”, “Education Sector Reforms, Strategic Plan 2001-2004” and as per guidelines of the Higher Education Commission of Pakistan, a 04 years B.Sc.(Hons) MLT degree program was started in 2007, in affiliation with King Edward Medical University, Lahore. In 2012, the college was affiliated with the Punjab University, Lahore. Now the college is affiliated with Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) PIMS, Islamabad.

1.5 Medium of Instruction:

The medium of instruction at CMLT for all academic trainings is English. However, clarifications are also made in Urdu, if necessary. The foreign candidates seeking admission in the college must have sufficient command over English language. Moreover, English is a compulsory subject for HSSC-MLT & B.Sc. (Hons) MLT courses.

1.6 Campus:

The college building consists of HSSC & B.Sc. (Hons) blocks situated within the main campus of the National Institute of Health, Islamabad. In addition to offices of the college administration, the building has spacious classrooms and fully equipped laboratories. The facilities of central library, cafeteria and auditorium are also available for the students. The Boys’ Hostel located near NIH colony has all the requisite facilities for its boarder students. It has the capacity to accommodate about 130 students. The students coming from far flung areas of the country are given preference for accommodation in the hostel. A separate accommodation is available for female students at NIH Colony.

1.7 Academic Council:

The affairs of the college are supervised by an academic council which comprises by the following members:

- | | | |
|------|---|----------|
| i. | Executive Director NIH | Chairman |
| ii. | Chief Public Health Laboratory Division | Member |
| iii. | Chief DC & TMD | Member |

iv.	Chief Nutrition Division	Member
v.	Chief Biological Production Division	Member
vi.	Vice Principal of the College	Member
vii.	Principal of the College	Secretary

1.8 Teaching Faculty and supporting staff:

The college has very experienced and qualified teaching faculty members who impart quality education to the students to make them able to face the problems and challenges of practical life boldly and successfully and continue efforts for the betterment of the suffering community of Pakistan. The services and cooperation of the supporting staff and administrative staff is also appreciable.

2. Admission in HSSC /B.Sc (Hons) in Medical Laboratory Technology

2.1 Eligibility:

2.1.1 The qualification for admission in HSSC-Medical Laboratory Technology is Secondary School Certificate (SSC) in science group, at least 1st division (minimum 60% marks in aggregate) or equivalent foreign qualification approved by Inter Board Committee of Chairman (IBCC) Islamabad.

Note: The details are also given in the advertisement for the admission.

2.1.2 The qualification for admission in Degree Course B.Sc (Hons) Medical Laboratory Technology is Higher Secondary School Certificate (HSSC) in MLT/Pre-Medical group or equivalent foreign qualification approved by the Inter Board Committee of Chairman (IBCC) Islamabad. The criteria will be announced according to the instructions of the Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) PIMS Islamabad at the time of admission.

Note: The details are also given in the advertisement for the admission.

- 2.1.3 Both Male and Female candidates are eligible to apply for admission in HSSC & Degree course - MLT.
- 2.1.4 As the medium of instruction at CMLT is English, the foreign candidates are required to submit English qualifying certificate from Pakistan Embassy in their countries or through the British council or any other recognized agency.
- 2.1.5 All applications for admission should be made on the prescribed forms available on the website (www.nih.org.pk). The admission forms can be downloaded from the given website.
- 2.1.6 Application forms duly filled by the applicant should be accompanied with the attested photocopies of the relevant qualification, detailed marks certificate by the board concerned, four passport size photographs and a pay order of Rs.600/- in the name of the Principal CMLT, NIH, Islamabad.

2.2 Other Conditions:

- 2.2.1 (a) Final selection for HSSC-MLT (Part-1) is made strictly on merit, based on the marks obtained in SSC (50% weightage) and the marks obtained in the Entry Test (50% weightage).
- (b) The admission for B.Sc (Hons)-MLT will be made according to instruction of Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU) PIMS Islamabad
- 2.2.2 Selected candidates from boards other than FBISE will have to submit board to board migration certificate within 15days after their selection.
- 2.2.3 The in-service candidates on deputation will not be paid any stipend by this college/institute.
- 2.2.4 As per rules & regulations, the candidates passing their SSC/HSSC exam in current year will be given preference for admission, the candidates passing their examination in previous years are required to submit the “Gap Clarification Certificate” from 1st class magistrate on stamp paper of Rs. 20/-.

3. Distribution of Seats:

Seats	Seats allocated for HSSC-MLT	Seats allocated for B.Sc (Hons) MLT
National Seats	50	25
Foreign seats	05	05
Total	55	30

4. Admission Procedure:

A selection committee is constituted for the admission of HSSC/B.Sc (Hons)-MLT comprising 3 to 4 Officers of NIH with the approval of the Executive Director that looks after the admission process throughout.

5. Dues:

5.1 College Dues:

Sr. #.	Items	Dues for HSSC-MLT	Dues for B.Sc.(Hons) MLT
i)	Admission Fee (once)	Rs. 3,000/-	Rs. 6,000/-
ii)	Tuition Fee	Rs.9,000/- per year	Rs.18,000/- per year
iii)	Students Welfare Fund	Rs.900/- per year	Rs.900/- per year
iv)	College Magazine/Newspapers	Rs.300/- per year	Rs.300/- per year
v)	College Security (Refundable)	Rs.3,000/-	Rs.3,000/-
vi)	Transport Charges	Rs.900/- per year	Rs.900/- per year
vii)	Bench Fee	Rs.1,800/- per year	Rs.3,600/- per year
viii)	Examination Fee	Rs. 500/- per year	Rs. 500/- per year
Total Dues for 1 st Year		Rs.19400/-	Rs.33,200/-
Total Dues for 2 nd Year and onward		Rs.13,400/-	Rs.24,200/-

5.2 Hostel Dues:

i	Hostel Welfare fund	Rs. 24000 per year
li	Hostel Security (Refundable)	Rs. 3000
Total dues for 1 st year		Rs. 27000
Total dues for 2 nd year and onward		Rs. 24000

5.3 Fee Schedule:

The students are given a fee deposit slip at the time of admission and subsequently at the beginning of each Academic Year. The students must deposit the required fee according to the instructions of the college office.

- . After due date, a fine of Rs. 50/- per day will be charged upto 30 days.
- . After 30 days the student who fails to deposit the fee will be struck off and re-admission will be allowed only with fresh admission fee.

6. Dues Refund Policy:

As per policy recommendation of the Higher Education Commission (HEC), the following refundable policy will be adopted.

a. Semester System:

- i) Full tuition fee shall be refunded till 7th day of commencement of classes
- ii) Half of the tuition fee shall be refundable from 8th-15th day of commencement of classes
- iii) No fee shall be refunded from 16th day of commencement of classes

b. Annual System:

- I. Full tuition fee shall be refunded till 15 days of commencement of classes
- II. Half of the tuition fee shall be refundable from 16th – 30th days of commencement of classes
- III. No fee shall be refunded from 31st day of commencement of classes

7. Stipend/ Scholarships /Prizes:

The students who get 1st, 2nd & 3rd Positions in the Entry Test, Board & University examinations are granted concession in tuition fee or concession is awarded as Prize to passing out position holder students by the college as under:

1. 1 st Position holder	100%
2. 2 nd Position holder	75%
3. 3 rd Position holder	50%

8. Attendance:

It is mandatory to achieve 75% attendance (in each subject) during the academic period, (as per requirement of the FBISE/University) failing which; the student will not be allowed to appear in the final examination. The students remaining absent on account of illness or other genuine reasons will also not be exempted.

9. Leave:

- 9.1 No casual leave will be permitted during the study period except on compassionate or medical grounds on providing medical certificate from the medical superintendent of a government hospital.
- 9.2 The college will observe the recognized Federal Government Holidays only.
- 9.3 Prior written permission from college authorities is essential before proceeding on leave.
- 9.4 Absence from the classes without sanctioned leave will be punishable.

9.5 If a student remains absent from the college for five (05) consecutive days without prior intimation, his/her name will be struck off from the college. Re-admission will be allowed to student with the permission of Principal after charging fresh admission fee.

10. Uniform

It is mandatory for all students to come to college in the uniform which is as under:

Boys – Winter:	White Shirt, Navy Blue Blazer/Sweater/Jersey , Black Shoes with black socks (All Students) Grey Trousers & Mehroon tie (HSSC students) Black trouser & Black tie { B.Sc (Hons) students }
Summer	White Shirt, Grey Trousers (HSSC students), Black Trousers (B.Sc students) & Black Shoes with black socks
Girls – Winter	White Shalwar Kameez & Dopatta, Black Blazer/Sweater/Jersey ,Black Shoes with white socks, plane scarf of the class colour & of similar size Dupatta colour for classes is as under: F.Sc-I Pink F.Sc-II Navy Blue BSc (Hons): 1 st Year: Mahroon 2 nd Year Grey 3 rd Year: Peach 4 th Year: Purple
Summer	White Shalwar Kameez and Dopatta & Black Shoe with white socks, plane scarf of class colour & of similar size as mentioned.

A student coming to college without uniform will not be allowed to attend classes, Otherwise, a strict disciplinary action will be taken against him/her by disciplinary committee/Principal.

10.1. College Uniform Rules:

- It is necessary for all students to come to college in proper prescribed uniform while appearing in any home/board/university examination.
- Cosmetic/jewellery is not allowed at all.
- Without prescribed shirt and trousers, Rs.100/- fine will be imposed on the defaulter.
- Without prescribed Shoes Rs.50/- will be imposed on the defaulter.

11. Acts of Indiscipline, which may lead to Expulsion from the College/Hostel

- 11.1. Involvement in provincialism, sectarianism or formation of union/students organization
- 11.2 Wilful or violent disregard of the Islamic norms or behaviour.
- 11.3. Insolence, use of hot expression or indulgence in disturbance of tranquillity.
- 11.4 Violation of the instruction of the teachers and authorities regarding academic activities and social behavior of students.
- 11.5 Inciting violence, use of force or damage to the public property.
- 11.6. Possession of any arm, ammunition or any other lethal weapon or device dangerous to life.
- 11.7 Use of mobile phone during college hours
- 11.8 Organization of a strike, participation in it, using pressure tactics against the lawful authority or obstructing the enforcement of orders.
- 11.9 Possession or use of intoxicants or edibles prohibited by Islam.
- 11.10. Possession or distribution of any material preaching opinions and ideas against Islam.
- 11.11. Participation in any political activity or seeking membership of any political party
- 11.12 Jumping over the boundary wall of the college or hostel any time of the day and night.

12. Library

Being an integral part of the National Institute of Health, Islamabad, the college provides library facilities to the students through the central library of the institute. It is a specialized medical reference library with a stock of thousands of medical books and bound periodical sets. Moreover, the material not available locally, is obtained through WHO and other library/information systems.

In addition to the Central Library at NIH, a new spacious library including main Library hall, and Librarian's Office has been established in the new building of B.Sc. (Hons) block of the college. In this library, reference books related to the HSSC-MLT, B.Sc. (Hons) MLT are also available.

The students/staff are also provided with the facilities of daily Urdu and English newspapers to keep them aware of the current affairs.

13. Facilities of Practical Laboratories:

All the college laboratories for practical work have basic equipments, kits, chemicals etc. for smooth and regular performance of practicals by students of HSSC & BSc- MLT classes. The requirements for practicals are regularly demanded and acquired through Central Store of the Institute.

The college has two main Laboratories i.e HSSC. & B.Sc. Lab Each laboratory is supervised by a Lab. In-charge who is Assistant Scientific Officer (ASO) /Scientific Officer (SO) of technical subjects. For B.Sc. (Hons) MLT students, separate sub-labs for different MLT subjects, i.e. Haematology Lab, Chemical Pathology Lab. Histopathology Lab Microscopy room, Computer room have been set-up for students to perform practicals under the supervision of teachers at different times. Each Lab is provided with its basic equipments as under:

- **Histopathology Laboratory** Microtome, Automatic tissue Processer, Embedding system, Multiheaded Microscope, Staining Jars, Stains chemical Reagent.
- **Chemical Pathology Lab.** Balance, Centrifuge Spectrophotometers Analytical Kits.
- **Microbiology Lab.** Autoclave, hot Air Oven, Oven Head projector, Slid Projector, Microscopes, Teaching Head Microscope , Water Bath etc.
- **Haematology Lab.** Microscopes, Centrifuge, Incubator, Sterilizers, Spectrophotometer.
- **Computer Lab.** Equipped with computers and internet facility

The students are also deputed to work in the pathology Labs. of Public Health Laboratories Division of NIH and in renowned hospitals/Institutions of twin cities of Rawalpindi and Islamabad to improve their practical skills.

14. Laboratory Rules & Regulation for Students:

- 14.1 Laboratory coats must be worn in all practical session.
- 14.2 Bench space will be allocated in the practical room at the commencement of each course.
- 14.3 Students will not change this space without permission of the Teacher/Laboratory In-charge.
- 14.4 Each student is responsible for the cleanliness of his bench space which will be inspected periodically by the Teacher/Laboratory In-charge.
- 14.5 Strict discipline will be observed during practical sessions.
- 14.6 Strict economy should be exercised in the use of reagents and chemicals.
- 14.7 All solid waste materials should be placed in the container provided for the purpose.
- 14.8 The records and notes of all practical work are to be kept and submitted for inspection as and whenever required.
- 14.9 Students will not leave the practical hall without prior permission of the instructors.
- 14.10 After use, all reagents must be shifted to their original shelves.
- 14.11 All balances and auxiliary apparatus must be left clean and in working order.
- 14.12 Defects and disorders in auxiliary apparatus must be reported to the instructor immediately.
- 14.13 Students will not undertake any practical work or carry out any experiment without permission of the relevant teacher.
- 14.14 Apparatus and glassware for practical work will be issued to the custodian of practical hall on proper receipt.
- 14.15 All the apparatus and glassware will be returned clean and in good working order at the end of the each practical session.
- 14.16 The breakage if any will be charged at the current catalogue rates.
- 14.17 Students are responsible for switching off electric points, water taps and sui-gas burners etc at the end of the practical.
- 14.18 Safety precautions must be observed while using Toxic Chemicals, Strong Acids and Alkalies etc.
- 14.19 Every student should strictly follow the above rules during practical sessions failing which his/her entry to the practical hall may be banned.

15. Examination Rules & Regulation:

a. The examination of HSSC Part-I & II is conducted by the Federal Board of Intermediate & Secondary Education Islamabad so the college follows the examination rules of the Federal Board.

b. The examination of B.Sc (Hons) is conducted by Shaheed Zulfiqar Ali Bhutto Medical University PIMS and so the college follows the rules of the university, accordingly.

16. Hostel Rules & Regulation:

- Hostel accommodation will be provided after advance payment of the hostel dues each year.
- In case of non-payment of dues by the notified deadlines, the hostel accommodation will be suspended/cancelled.
- If the number of students seeking accommodation increases more than the number of available seats, the students from far flung areas will be given priority.
- It is compulsory for every allottee to become a member of the hostel mess otherwise; his/her allotment will be cancelled.
- Meals will be served in the dining hall at the notified timings and nobody will be allowed to take it into his room, except in special cases allowed by the warden.
- The warden will constitute a committee of the students to run the mess affairs smoothly.
- All complaints related to the mess shall be made to the warden in writing.
- Matters related to the welfare of the hostel residents will be looked after by the hostel welfare committee.
- Change in the allotment of rooms will not be allowed without written permission of the warden.
- Students will not stay outside the hostel after 10:00 p.m. unless allowed by the warden in special cases and they will have to inform about their whereabouts & the place of stay along with the contact number during the stay.
- All girl students residing in the girls hostel will be required to submit a list of their relatives allowed/permitted by their parents to meet them. They should submit the copies of their National Identity Cards duly signed/verified by their parents/guardian. Nobody will be allowed to meet them except these relatives.
- If a student remains absent from hostel without intimation/prior permission of the warden for more than six days, his/her hostel allotment will be cancelled. Re-allotment in such cases will be done on payment of fine determined by the Principal.
- Girl students will have to get written permission from the hostel warden, before going out of hostel.
- Grouping on the basis of regional languages, sects and provincialism is strictly prohibited. Students found involved in such activities will be expelled from the hostel/college.

- No student is allowed to contact press, interfere with the affairs of the CMLT and the NIH or take part in the propaganda activities against any officer/official of the Institute. Students found involved in such activities are liable to expulsion from the hostel/college immediately.
- Holding of un-authorized (extra-curricular grouping, politicism etc) meetings in the hostel are strictly prohibited. The students found violating this rule will be expelled from the hostel/college.
- No student is permitted to indulge in politics and to invite such outsiders which may disturb the peaceful atmosphere of the hostel.
- Smoking, use of intoxicant/alcohol and gambling is strictly forbidden and liable to strict punishment including expulsion.
- Students making noise, playing musical instruments loudly and creating disturbance will be expelled from the hostel.
- An allottee found responsible for causing any damage to the CMLT/NIH property will have to make the compensation, failing which he will be expelled from the college and his/her security will be forfeited.
- Economy should be observed while using electricity and Sui-gas etc. in the hostel.
- Any breach of the hostel regulations will result in disciplinary action against the offender.
- Transport facility will be provided once a week to the hostel students for the mess items purchasing.
- Those students who do not submit their hostel mess dues till 5th of every month will be charged Rs.50/- per day fine till the submission of mess dues.
- Guests are strictly prohibited to spend night in the hostel except real brother or father of the student on the payment of Rs.500/- per night for guest stay.

17. Co-curricular Activities:

The co-curricular activities play pivotal role in developing personality of the students. The CMLT, therefore, provides ample opportunities to its students for the active participation in such activities. A brief of facilitates/opportunities regarding co-curricular activities of students is as follows:

- 17.1 Students of the hostel have been provided indoor/out-door sports facilities to improve their physical and mental capabilities.
- 17.2 Students are encouraged to take part in the National events/Campaigns organized by NIH/CMLT.
- 17.3 The cleanliness days are observed regularly in the college and hostel. Students are bound to participate in such activities accordingly under the supervision of their teachers/warden.
- 17.4 It is compulsory for all students to participate actively in tree plantation campaign days and maintenance of college lawns. Each student, during his course of study, has to plant two tree plants and look after them.
- 17.5 A students' Literary Forum is established to encourage the literary activities of the students. In addition to various functions on the events of National importance, this forum also publishes an annual college magazine "Elixir".
- 17.6 A Students Blood Donors Society also exists in the college and students are encouraged to contribute for this noble cause.
- 17.7 Student Welfare Committee, comprising four students' representatives, is constituted to facilitate the fellow students. The selection of students' representatives in the committee is made entirely on merit basis by the students.
- 17.8 Annual class tours /trips are arranged regularly to various organizations, institutions and touring spots.

