



PROSPECTUS

HSSC Medical Laboratory Technology
&
BS Allied Health Sciences Medical Laboratory Technology



College of Medical Laboratory Technology (CMLT)
NATIONAL INSTITUTE OF HEALTH, ISLAMABAD



In the Name of Allah the Most Gracious, the Most Merciful

Table of contents.

1. An overview	4
1.1 Introduction.....	4
1.2 Mission.....	4
1.3 Aims and Objectives.....	4
1.4 Brief History.....	4
1.5 Medium of Instruction.....	5
1.6 Campus.....	5
1.7 Academic Council.....	5
1.8 Teaching Faculty and Supporting Staff.....	6
2. Admission in HSSC/BS Allied Health Sciences(Medical Laboratory Technology).....	6
2.1 Eligibility	6
2.2 Other Conditions.....	7
3. Distribution of seats.....	7
4. Admission Procedure.....	8
5. Dues	8
5.1 College Dues.....	8
5.2 Hostel Dues.....	8
5.3 Fee Schedule.....	8
6. Dues Refund Policy.....	9
7. Stipend/Scholarships/Prizes.....	9
8. Attendance.....	9
9. Leave.....	9
10. Uniform.....	10
10.1 College Uniform Rules.....	10
11. Act of Indiscipline, Which May Lead to Expulsion from College/Hostel.....	11
12. Library.....	11
13. Facilities of Practical Laboratories.....	12
14. Laboratory Rules and Regulations for Students.....	13
15. Examination Rules and Regulations.....	14
16. Hostel Rules and Regulations.....	15
17. Co-Curricular Activities.....	16

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 levels. The students of this college have been serving people all over the country and 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 trainees with basic theoretical and practical knowledge for acquiring special skills at a later stage.
- 1.3.4 To make them fully conversant with public health subjects and technology of medical laboratory services.
- 1.3.5 To prepare manpower ready for active participation in different disease surveillance and control programs launched by the government from time to time, especially to combat severe fatal communicable diseases.
- 1.3.6 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 levels.

1.4 Brief History:

The CMLT was initially established as School of Medical Technology (SMT) at Karachi in 1961 and a certificate course of one year in the field of MLT was initiated. It was the first school in the field of Medical Laboratory Technology in Pakistan. It was established by the Government to meet the ever-increasing demand for competent and 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 1970, the one year course was extended to one & a half year to incorporate the new developments in the field. 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 1983, the duration was further increased to 02 year academic diploma course to equate with the intermediate level of formal education of the country. Later, the 02

years MLT diploma course was converted to HSSC MLT in affiliation with the Federal Board of Intermediate and Secondary Education Islamabad. In 1989, the status of the School SMT was upgraded to the college CMLT, and 02 year BSc (MLT) classes were started with affiliation from the University of the Punjab, Lahore. In accordance with “National Education Policy 1998 to 2010” and “Education Sector Reforms, strategic Plan 2001 to 2004” and as per the guidelines of the Higher Education Commission of Pakistan, a 04 year BSc (Hons) MLT degree program was started in 2007, in affiliation with King Edward Medical University, Lahore. In 2012, the college was affiliated with the University of the Punjab, Lahore. Presently, the college is affiliated with Shaheed Zulfiqar Ali Bhutto Medical University (SZABMU), PIMS, Islamabad. Moreover, the degree title BSc (Hons) MLT has been changed to BS Allied Health Sciences Medical Laboratory Technology (BS-AHS (MLT)).

1.5 Medium of Instruction:

The medium of instruction at CMLT for all academic training is English. However, clarifications are also made in Urdu, if necessary. The Foreign candidates seeking admission to the college must have sufficient command over English language. Moreover, English is a compulsory subject for HSSC-MLT & BS-AHS MLT.

1.6 Campus:

The college building consists of HSSC & BS-AHS (MLT) 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 the central library, cafeteria, and auditorium are also available for students. The Boys’ Hostel, located near the NIH colony, has all the requisite facilities for its boarder students. It has the capacity to accommodate about 130 students. A separate limited accommodation is available for female students at NIH Colony as well. The Students coming from far-flung areas of the country are given preference for accommodation in the hostels.

1.7 Academic Council:

CMLT issues that arise from time to time, and demand an urgent response and solution after making a prompt decision for implementation, well in time in the interest of the college and students, are recommended and forwarded to the Competent Authority, which is the Chief Executive Officer of the institute, for approval. However, all policy matter issues of the college which need detailed debate and discussion prior to final decision for implementation are referred to an Academic Council that comprises of the following members.

- | | | |
|------|---|------------------|
| i. | Chief Executive Officer NIH | Chairman |
| ii. | Principal of the College | Member/Secretary |
| iii. | Chief Public Health Laboratories Division | Member |
| iv. | Chief DC & TMD | Member |

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

1.8 Teaching Faculty and Supporting Staff:

The college has very experienced and qualified teaching faculty that imparts quality education to students, enabling them to face practical life challenges successfully and contribute to the betterment of the suffering community in Pakistan. The services and cooperation of the supporting staff and administrative staff are also appreciable.

2. Admission in HSSC-MLT & BS- AHS (MLT):

2.1 Eligibility:

2.1.1 The qualification for admission in HSSC-MLT is Secondary School Certificate (SSC) in the science group (with subjects Physics, Chemistry & Biology) with at least 1st division (minimum 60% marks in aggregate) or equivalent foreign qualification approved by the 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 BS-AHS (MLT) 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, foreign candidates are required to submit an English qualifying certificate from the 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 NIH 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 by attested photocopies of the relevant qualification, detailed marks certificate by the board concerned, four passport size photographs and a pay order of Rs.1000/- in the name of the Principal, CMLT, NIH, Islamabad.

2.1.7 Age limit for admission in HSSC- MLT is 20 years by the last date of submission of forms.

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), conducted by the college itself. A recheck of the Entry Test Paper will be allowed within a period, specified by the college authorities, and Rs.1000/- will be charged as a Recheck Fee.
- (b) The admission in BS-AHS (MLT) will be made according to the instructions of Shaheed Zulfiqar Ali Bhutto Medical University, (SZABMU), PIMS, Islamabad.
- 2.2.2 Selected candidates from boards other than FBISE will have to submit a board to board migration certificate within 15 days of their selection.
- 2.2.3 In-service candidates on deputation will not be paid any stipend by this college/institute.
- 2.2.4 As per rules & regulations, candidates passing their SSC/HSSC exams in the current year will be given preference for admission. Candidates passing their examination in previous years are required to submit a "Gap Clarification Certificate" from a 1st class magistrate on stamp paper of Rs. 20/-.

3. Distribution of Seats:

Seats	Seats allocated for HSSC-MLT	Seats allocated for BS-AHS (MLT)
Open Merit Seats	50	22
Foreign seats	05	05
HSSC-MLT Seats	---	03
Total	55	30

Note: In case any seat allocated for foreign students remains vacant, it will be filled by a national candidate, purely on merit basis from the list.

4. Admission Procedure:

A selection committee is constituted for the admission of HSSC/BS-AHS (MLT), comprising 3 to 4 officers of NIH, with the approval of the Chief Executive Officer, and this committee oversees the entire admission process.

5. Dues:

5.1 College Dues:

Sr. #.	Items	Dues for HSSC-MLT	Dues for BS-AHS (MLT)
i)	Admission Fee (once)	Rs. 4500/-	Rs. 9000/-
ii)	Tuition Fee	Rs.13500/- per year	Rs.27000/- per year
iii)	Students Welfare Fund	Rs.3000/- per year	Rs.3000/- per year
iv)	Labs. work (Practicals) Fee	Rs.3000/- per year	Rs.5400/- per year
v)	Examination Fee	Rs. 2000/- per year	Rs. 2000/- per year
vi)	College Security (Refundable)	Rs.3,000/-	Rs.3,000/-
Total Dues for 1 st Year		Rs.29000/-	Rs.49400/-
Total Dues for 2 nd Year and onward		Rs.21500/-	Rs.37400/-

5.2 Hostel Dues:

i	Hostel Welfare fund	Rs. 36000 per year
li	Hostel Security (Refundable)	Rs. 3000
Total dues for 1 st year		Rs.39000
Total dues for 2 nd year and onward		Rs. 36000

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 up-to 30 days.

. After 30 days, the student who fails to deposit the fee will be struck off from college rolls, and re-admission will be allowed only with a fresh admission fee.

5.4 Registration of FBISE and SZABMU:

The Registration fee of FBISE & SZABMU, as prescribed by them, will be received along with College dues right at the time of admission of the candidate.

6. Dues Refund Policy:

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

a. Annual Basis:

- i. Full tuition fee shall be refunded till the 15th day of commencement of classes.
- ii. Half of the tuition fee shall be refundable from 16th – 30th day of commencement of classes.
- iii. No fee shall be refunded from the 31st day of commencement of classes.

b. Refund of Hostel Dues (Hostel Welfare Fund)

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

7. Stipend/ Scholarships /Prizes:

The students who get 1st, 2nd & 3rd positions in the Board & University examinations are granted concession in tuition fee or benefit 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 the requirement of the FBISE/University, failing which; the student will not be allowed to appear in the final examination. Students remaining absent due to 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, providing a 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 classes without sanctioned leave will be punishable, and a fine of Rs.50 per class will be charged.
- 9.5 If a student remains absent from 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 the student with the permission of the Principal after charging a fresh admission fee.

10. Uniform

It is mandatory for all students to come to college in proper uniform, as specified below:

Boys-Winter	White Shirt, Navy Blue Sweater/Coat, Black shoes with black Socks (HSSC-MLT Students) Grey Trousers & Mehroon tie (HSSC MLT Students) White Shirt, Grey Sweater/Coat, Black shoes with black Socks (BS-AHS-MLT Students) Black Trousers & Black tie (BS-AHS (MLT) Students)
Summer	White Shirt, Grey Trouser (HSSC Students), Black Trouser (BS-AHS (MLT) Students) and Black Shoes with black Socks.
Girls-Winter	White Shalwar Kameez & dopatta, Black Blazer/Sweater/Jersey, black shoes with white Socks, plain scarf of the class colour & of Similar size Dupatta colour for classes is as under: F.Sc-I Baby Pink F.Sc-II Navy Blue BS-AHS(MLT): 1 st Year: Mahroon 2 nd Year: Green 3 rd Year: Mustard 4 th Year: Purple
Summer	White Shalwar Kameez and dopatta & Black shoe with white socks plain scarf of class colour & of similar size as mentioned.

A student coming to college without uniform will not be allowed to attend classes; otherwise, strict disciplinary action may be taken against him/her by the 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, a fine of Rs.100/- will be imposed on the defaulter.
- Without prescribed Shoes, a fine of Rs.50/- will be imposed on the defaulter.

11. Acts of Indiscipline, which May Lead to Expulsion from College/Hostel

- 11.1. Involvement in provincialism, sectarianism, or formation of unions/students organization.
- 11.2. Wilful or violent disregard of the Islamic norms or behaviour.
- 11.3. Insolence, use of hot expressions, or indulgence in disturbance of tranquillity.
- 11.4. Violation of instructions from 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 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 at any time of day or night.
- 11.13. Involvement in any immoral, unethical, and abusive ragging of other fellow students.

12. Library

Being an integral part of the National Institute of Health, Islamabad, the college provides library facilities to 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, can be obtained through WHO and other library/information systems.

In addition to the Central Library at NIH, a new spacious library comprising 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 HSSC-MLT and BS-AHS (MLT) are also available.

Students and staff are also provided with the facilities of daily newspapers to keep them aware of current affairs.

13. Facilities of Practical Laboratories:

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

The college has two main Laboratories: HSSC & BS-AHS (MLT) Labs. Each laboratory is supervised by a Lab. In-charge who is Scientific Officer (SO)/ Medical Technologist of technical subjects. For B.S-AHS (MLT) students, separate sub-labs for different MLT subjects, such as 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 equipment 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 engaged to work in the pathology labs. of the Public Health Laboratories Division of NIH and renowned hospitals/Institutions in Rawalpindi and Islamabad to improve their practical skills, as and whenever scheduled by college authorities.

14. Laboratory Rules & Regulation for Students:

- 14.1 Laboratory coats must be worn in all practical sessions.
- 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 from 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 & Regulations:

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 BS-AHS(MLT) is conducted by Shaheed Zulfiqar Ali Bhutto Medical University, PIMS, and so the college follows the rules of the university, accordingly

16. Hostel Rules & Regulations:

- 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 food 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 from the warden.
- Students will not stay outside the hostel after 10:00 p.m. unless allowed by the warden in special cases, and they must inform about their whereabouts & the place of stay along with the contact number during the stay.
- Girl students residing in the girls' hostel must submit a list of their relatives allowed/permitted by their parents to meet them. They must 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 from 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 must obtain written permission from the hostel warden, before going out of the hostel.
- Grouping based on regional languages, sects, and provincialism is strictly prohibited. Students found involved in such activities will be expelled from the hostel/college.
- Any student found indulging in any sort of immoral, unethical ragging of any other fellow students will be given written warning, suspension or expulsion from the hostel taking into account the sensitivity of the matter concerned. Moreover, the defaulter will be imposed with a heavy fine.

- No student is allowed to contact the press, interfere with the affairs of CMLT and NIH, or take part in propaganda activities against any officer/official of the Institute. Students found involved in such activities will be liable to expulsion from the hostel/college immediately.
- Un-authorized meeting (extra-curricular grouping, politicism etc) in the hostel are strictly prohibited. Students found violating this rule will be expelled from the hostel/college.
- No student is permitted to indulge in politics or invite such outsiders that may disturb the peaceful atmosphere of the hostel.
- Smoking, use of intoxicants/alcohol, and gambling are 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 CMLT/NIH property will have to make 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 purchasing mess items.
- Students who do not submit their hostel mess dues by the 10th of every month will be charged a fine of Rs.50/- per day until the submission of mess dues.
- Guests are strictly prohibited to spend the night in the hostel, except for real brother or father of the student on the payment of Rs.500/- per night.
- Girl students residing in the hostel will not be allowed to seek internships or jobs in any private laboratory or clinic. If someone found doing so, her hostel accommodation will immediately be cancelled.

17. Co-curricular Activities:

Co-curricular activities play pivotal role in developing the personality of students. The CMLT provides sample opportunities for students to participate in such activities. A brief overview of the facilities/opportunities regarding co-curricular activities is as follows:

- 17.1 Hostel Students are provided with indoor/out-door sports facilities to improve their physical and mental capabilities.
- 17.2 Students are encouraged to participate in the national events/campaigns organized by NIH/CMLT.
- 17.3 Cleanliness days are observed regularly in the college and hostel and 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 campaigns days and maintain college lawns. Each student, during his course of study, must plant and care for two trees.
- 17.5 A Students Literary Forum (SLF) is established to encourage the literary activities among students. In addition to various functions on the events of national importance, this forum also works on a college magazine titled as “Elixir”.
- 17.6 A Student’s Blood Donor Society also exists in the college and students are encouraged to contribute for this noble cause.
- 17.7 Students 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 Class tours /trips are arranged regularly to various organizations, institutions and touring spots, after recommendation/permission by the Principal/NIH administration.

