



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

Table of Contents

1. An Overview.....	4
1.1 Introduction.....	4
1.2 Mission	4
1.3 Aims & Objectives	4
1.4 Brief History	4
1.5 Medium of Instructions.....	5
1.6 Campus	5
1.7 Academic Council.....	5
1.8 Teaching Faculty & supporting staff.....	6
2. Admission in Diploma/Degree in Medical Laboratory Technology.....	6
2.1 Eligibility.....	6
2.2 Other conditions.....	7
3. Distribution of Seats.....	7
4. Admission Procedures.....	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.....	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 & Regulations.....	12
15. Examination Rules & Regulation.....	13
16. Hostel Rules & Regulations.....	14
17. Co-curricular Activities.....	16

1. 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 that they be 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 in 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. 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 the academic council which comprises by the following members:

- | | |
|----------------------------------|----------|
| i. Executive Director NIH | Chairman |
| ii. Chief Public Health Division | Member |
| iii. Chief Drugs Division | Member |

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

1.8 Teaching Facility & 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 continued 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 Diploma/Degree in Medical Laboratory Technology

2.1 Eligibility:

2.1.1 The qualification for admission in Diploma Course (HSSC, Medical Laboratory Technology) is Secondary School Certificate (SSC) or Matriculation in science group with 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) or F.Sc in Pre-Medical group or equivalent foreign qualification approved by the Inter-Board Committee of Chairman (IBCC) Islamabad. The criteria will be announce by 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 Diploma & Degree courses, 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, domicile certificate, four passport size photographs and a pay order of Rs.600/- in the name of Principal CMLT, NIH-Islamabad.

2.2 Other Conditions:

- 2.2.1 (a.) Final selection for HSSC-MLT(Part-I) 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 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 board to board migration certificate within 07days of 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 Diploma Course	Seats allocated for Degree Course
National Seats	50	25
Foreign seats	05	05
Total	55	30

4. Admission Procedure

The selection committee has been constituted for the admission of HSSC/B.Sc.- MLT students comprising 3 to 4 Officers of NIH with the approval of Executive Director.

5. Dues

5.1 College Dues:

Sr. #.	Items	Dues for Diploma Course/HSSC	Dues for Degree Course B.Sc. Hons.
i)	Admission Fee	Rs. 3,000/-	Rs. 6,000/-
ii)	Tuition Fee	Rs.9,000/-	Rs.18,000/-
iii)	Students Welfare Fund	Rs.900/-	Rs.900/-
iv)	College	Rs.300/-	Rs.300/-
v)	College Security	Rs.3,000/-	Rs.3,000/-
vi)	Transport Charges	Rs.900/-	Rs.900/-
vii)	Bench Fee	Rs.1,800/-	Rs.3,600/-
viii)	Examination Fee	Rs. 500/-	Rs. 500/-
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. 12000/-
ii)	Hostel Security (Refundable)	Rs. 3000/-
Total Dues for 1 st Year		Rs. 15000/-
Total Dues for 2 nd Year		Rs. 12000/-

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 student must deposit the required fee according to the instructions of the college office.

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 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 fee shall be refundable from 16-30 days of commencement of classes
- iii) From 31st day of commencement of classes no fee will be refunded.

7. Stipend /Scholarships

The students who get 1st, 2nd & 3rd Positions in the Entry Test, Board & University examinations are granted concession in tuition fee 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

- 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.
- The College will observe the recognized Federal Government Holidays only.
- Prior written permission from college authorities is essential before proceeding on leave
- Absence from the classes without sanctioned leave will be punishable.
- If a student remains absent from the college for six(06) consecutive days without prior permission, his/her name will be struck off from the college. Re-admission will be allowed with the permission of principal after submission of re-admission fee.

10. Uniform

The students are required to come to the college in the uniform which is as under:

Boys – Winter:	White Shirt, Grey Trousers & Navy Blue Blazer (Sweater/Jersey) & Black Shoes & Black socks
Summer	White Shirt, Grey Trousers & Black Shoes with black socks
Girls – Winter	White Shalwar Kameez & Dopatta, Black Blazer Coat/Sweater/Jersey & Black Shoes & white socks, plane scarf class colour & same size
Summer	White Shalwar Kameez and Dopatta & Black Shoes, White socks, plane scarf of class colour & same size

The student coming to college without uniform will not be allowed to attend the class. 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 uniform while appearing in any home/board/university examination.
- Cosmetic/jewellery is not allowed at all.

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 behaviours
- 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 behaviour 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 cell/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 eatables 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.

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, 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 the facilities of daily Urdu and English newspapers to keep them aware of the current affairs.

13. Facilities of Practical Laboratories

All the practical laboratories have basic equipments, kits, chemicals etc. for the smooth performance of practicals of the students of HSSC & B.Sc. 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 Lab is supervised by the Lab. Incharge 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. Heamatology Lab., Chemical Pathology Lab. Histopathology Lab. Microscopy room, Computer room have also been set- up to perform practicals by subject teachers at different times. Each Lab is provided with its basic equipments: as under:

- **Histopathology Laboratory** Microtome, Automatic Tissue Processor, Embedding System, Staining Jars, Relevant Stain/Chemical Reagent, Multithreaded Microscope.
- **Chemical Pathology Lab.** Balance, Centrifuge Spectrophotometer Analytical Kits.
- **Microbiology Lab.** Autoclave, Hot Air Oven, Over Head projector, Slid Projector, Microscopes Teaching Head Microscope, Water Bath etc.

The students are also deputed to work in the pathology Labs. of Public Health Division of NIH to improve the practical skills.

14. Laboratory Rules & Regulations

- 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 of 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 when required.

- 14.9 Students will not leave the practical hall without the 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 the 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 Alkalis 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 exam rules of the federal board.
- b. The examination of BSc.(Hons.) is conducted by Shaheed Zulfiqar Ali Bhutto Medical university PIMS. So the college follows the rules of the university.

16. Hostel Rules & Regulations

- 16.1 Hostel accommodation will be provided after advance payment of the hostel dues each year.
- 16.2 In case of non-payment of dues by the notified deadlines, the hostel accommodation will be suspended/cancelled.
- 16.3 If the number of students seeking accommodation increases than the number of available seats, the students from far flung areas will be given priority.
- 16.4 It is compulsory for every allottee to become a member of the hostel mess otherwise; his/her allotment will be cancelled.
- 16.5 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.
- 16.6 The Warden will constitute a committee of the students to run the mess affairs smoothly.
- 16.7 All complaints related to the mess shall be made to the warden in writing.
- 16.8 Matters related to the welfare of the hostel residents will be looked after by the hostel welfare committee.
- 16.9 Change in the allotment of rooms will not be allowed without written permission of the warden.
- 16.10 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 where about & the place of stay along with the contact number during the stay.
- 16.11 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.
- 16.12 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.
- 16.13 Girl students will have to get written permission from the hostel warden, before going out of hostel.

- 16.14 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.
- 16.15 No student is allowed to contact press, interfere in 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.
- 16.16 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.
- 16.17 No student is permitted to indulge in politics and to invite such outsiders who may disturb the peaceful atmosphere of the hostel.
- 16.18 Smoking, use of intoxicant/alcohol and gambling is strictly forbidden and liable to strict punishment including expulsion.
- 16.19 Students making noise, playing musical instruments loudly and creating disturbance will be expelled from the hostel.
- 16.20 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 forfeited.
- 16.21 Economy should be observed while using electricity and Sui-gas etc. in the hostel.
- 16.22 Guests are not allowed to stay in the hostel.
- 16.23 Any breach of the hostel regulations will result in disciplinary action against the offender.
- 16.24 Transport facility will be provided once a week to the hostel students for the mess items purchasing.

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 events. A brief of some of such facilitates is as follows

- 17.1 Students of the hostel have been provided indoor/out door sports facilities 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 The students participate actively in tree plantation campaign days and maintenance of college lawns.
- 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 are arranged regularly to various organizations, institutions and touring spots.