



Affiliated with  
University of Sargodha



# MARS

INSTITUTE OF  
HEALTH SCIENCES FOR WOMEN

## PROSPECTUS



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

قَالَ رَبِّ اجْعَلْ لِي صِدْقًا وَسِعْتِ الْكُرْسِيُّ الْمَاءَ وَالْمَاءُ يَدُورُ حَتَّىٰ يُلَاقِيَ السُّيُوفَ فَجَسَدًا لِي فِيهِ رِجْلَانِ

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# MARS



## *Mission Statement*

The MARS Institute of Health Sciences is committed in its pursuit of excellence to provide the best academic facilities and atmosphere to its students. Our mission is to train future Leaders of medicine who set new standards in knowledge, caring and compassion. In addition job placement guarantee for our graduates especially in affiliated pharmaceutical industries. Its faculty of exceptionally well qualified and committed teachers provides combination of nurturing support and challenge to the students to reach their maximum potential. We shall continue to transform the contents, methodology of teaching and technological resources according to the dictates of time.

## *Welcome*

I welcome you from the Core of My heart it gives me a great pleasure in writing about the Physiotherapy Profession which is one of the best and highly growing profession of the world. In other way I can say that, it is a lifesaving profession. I welcome the new comers from the core of my heart, after passing the Physiotherapy (Doctor of Physical Therapy) five years degree program, You will tell yourself more confident and successful Physiotherapist . Moreover you can actively participate in Health care system for the better treatment of ailing community by educating the community about the rational use of medicine; you can reduce the economic burden on the country.

The Physiotherapist has many job opportunities in the field of Hospital and Teaching. I congratulate all of you that you have selected a best Profession for contributing to the ailing community.

In the end, I sincerely wish for the successful completion of your degree and I also pray that you may have a very bright future ahead.



# MARS



## Our Inspiration

The mission of the Institute is to provide the Physiotherapy education of high quality through excellent courses as approved by University of Sargodha, Higher Education Commission (HEC). The faculty comprises of outstanding professionals who are fully committed to guide the <sup>1</sup>students in their acquisition of learning. The interaction between teacher and student creates the learning environment which facilitates mastery of professional skills and knowledge.

In addition to full time, the visiting faculty members are also engaged from the relevant fields of academic, professional practices, and research. The propose of the Doctor of Physical Therapy (DPT) is to prepare students to be able enough to practice effectively in a wide variety of currently existing and potential future opportunities in Hospitals , Clinics, Academia and Rehabilitation centers





## *Aims And Objectives*

MARS Institute of Health Sciences is one of the unique institutions in Pakistan. The mission of the college is to improve the quality of Physiotherapy education in Pakistan among women through excellent and updated courses conducted in an educative and friendly research based innovative environment, for fostering professionals, students and staff members through:

- Strengthening their scientific knowledge to understand the ethical and professional responsibilities.
- Providing sufficient professional and practical experience, enabling them to become valuable Physiotherapist, to serve the nation.
- Improving technical, conceptual and human skills required to continue their education and to lead a successful life and
- Realizing their mental and physical abilities to enrich their theoretical and practical knowledge.



# MARS



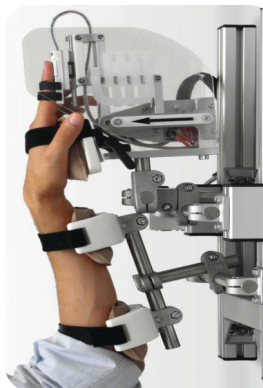
## *Affiliated with University of Sargodha, Sargodha*

MARS Institute of Health Sciences, Lahore is affiliated with the University of Sargodha, Sargodha Vide Notification number UOS/Aff-420/8015 dated 11 Dec. 2012.



## *Why To Prefer MARS IHS:*

- Pioneer Institute for Women with High Moral Values.
- Foreign Qualified faculty.
- Guaranteed Job Placement.
- Excellent Environment to impart Advanced and Quality Education.
- Extensive Industry/Hospital exposure during course of studies.
- Career counseling for registration and higher education in U.S.A,Canada, UK and other parts of the world.
- True Educational Environment.



# MARS



## Location

MARS Institute of Health Sciences is situated in the heart of city at the town, 80/A Abu Bakar Block, New Garden Town Lahore, which is one of the oldest and second largest city of Pakistan. A city which is rich and famous for its gardens, cultural and historical heritage. The city has direct air, rail and road links South East and South West Asia as well as Europe/ USA and Canada.





## *Admission Procedure*

- The admission Notice for Doctor of Physiotherapy First Professional class will be floated in the leading Newspapers.
- The application on the prescribed form complete in all respects be submitted in the MARS Institute of Health Sciences on or before the expiry date of receiving the admission forms as notified in the Admission form within due date by post/Courier; a receipt thereof will not be provided to her.
- The candidate seeking admission to DPT program must be physically and mentally fit. The candidates shall attach photocopies of the following documents with the application form and shall produce her original certificates at the time of interview. The original documents of the applicant will remain in the possession of the office till completion of the Program. However, the original documents will be returned to the student in case written request for the cancellation of admission received.
- The incomplete applications or those received after due date by post /courier will not be entertained.



## *Profile of the Institute*

The Institute has a dynamic and vibrant environment. Some of the most qualified faculty, with background in varied medical sciences field is employed by the Institute. The total faculty strength currently is including full-time, visiting and adjunct faculty.





## *Salient Features of DPT Program at MARS IHS*

- Foreign Qualified PhD / M. Phil Faculty
- Advanced & well-equipped Labs
- Campus located in the Heart of Lahore.
- Degree accepted World Wide
- High faculty to student Ratio
- Financial Aid/Scholarships
- Multi-dimensional career advancement options
- Career counseling service
- Professional Linkages with Hospital and other Universities
- Most economical fee package





## *Physiotherapy*

### ***Doctor of Physical Therapy Programme***

MARS institute would be starting in 2012-2013 with the mission to Provide quality education. The college is committed to provide students with excellent curricular and extra-curricular activities.

### ***What is Physical Therapy***

Physical Therapy or Physiotherapy is a health care Professional Primarily concerned with the prevention or re-habilitation of impairments and disabilities and the promotion of mobility functional ability, quality of life and movement potential throughout examination evaluation, diagnosis and Physical intervention. It is a distinct form of care which can be performed either in isolation or in conjunction with other types of medical management. Physical Therapy is becoming a well Known Profession in Pakistan with the advancement of healthcare system the increasing scope of Physical Therapy are:

Musculoskeletal Physical Therapy

Neurological Therapy

Cardiopulmonary Physical Therapy

Sports Physical Therapy

Pediatric Physical Therapy

Geriatric Physical Therapy

Manual Therapy

Integumentary Physical Therapy





## *Physiotherapy*

### ***Message From CEO***

Physiotherapy is one of the most important fields of health sciences involved in the treatment of human ailments. In order to meet the latest trends and developments in physiotherapy education world worldwide, the MARS is utilizing state of the Art teaching methodologies and educational tools and has a dynamic and vibrant academic environment. At present the Facility of the MARS comprises highly foreign qualified staff which as the vision to Equip the students with discipline, Specific technical competencies and generate skills, as well as the required vocational attributes to make them valuable Members of the physiotherapeutic work environment.

Our mission is to produce physiotherapists who will be competent to render a professional evidence based service, that is, Who have the necessary knowledge, skills, critical thinking behavior and attitudes to pursue their profession as Physiotherapists and managers in all the ramifications of physiotherapy and healthcare? In the last, I pray to Allah The Almighty for the better Future of The Students and institution.

## *CURRICULUM AND YEAR WISE COURSE DETAILS DOCTOR OF PHYSICAL THERAPY (DPT) SCHEME OF STUDIES*

### 1<sup>st</sup> YEAR

Sr#	Subject Title	Theory Marks	Practical/Clinical & G.Viva Marks	Total Marks
1	ANATOMY-1	100	100	200
2	PHYSIOLOGY-1	100	100	200
3	BIOCHEMISTRY -1	100	100	200
4	KINESIOLOGY	100	100	200
5	ENGLISH	100	Not Applicable	100
6	INTRODUCTION TO COMPUTER	100	Not Applicable	100
	<b>TOTAL</b>	<b>600</b>	<b>400</b>	<b>1000</b>

### 2<sup>nd</sup> YEAR

Sr#	Subject Title	Theory Marks	Practical/Clinical & G.Viva Marks	Total Marks
1	ANATOMY-II	100	100	200
2	PHYSIOLOGY-II	100	100	200
3	BIOCHEMISTRY –II	100	100	200
4	BIOMECHANICS & ERGONOMICS	100	100	200
5	ISLAMIC STUDIES	100	Not Applicable	100
6	PAKISTAN STUDIES	100	Not Applicable	100
	<b>TOTAL</b>	<b>600</b>	<b>400</b>	<b>1000</b>

### 3<sup>rd</sup> YEAR

Sr#	Subject Title	Theory Marks	Practical/Clinical & G.Viva Marks	Total Marks
1	PHARMACOLOGY	100	Not Applicable	100
2	GENERAL PATHOLOGY & MICROBIOLOGY	100	100	200
3	PHYSICAL AGENTS & ELECTROTHERAPY INCLUDING MEDICAL PHYSICS	100	100	200
4	THERAPEUTIC EXERCISES AND TECHNIQUES & MANUAL THERAPY	100	100	200
	<b>TOTAL</b>	<b>400</b>	<b>300</b>	<b>7000</b>

### 4<sup>th</sup> YEAR

Sr#	Subject Title	Theory Marks	Practical/Clinical & G.Viva Marks	Total Marks
1	SPECIAL PATHOLOGY	100	100	200
2	COMMUNITY HEALTH, RESEARCH METHODOLOGY, SOCIAL AND BEHAVIORAL SCIENCES	100	Not Applicable	100
3	PHYSICAL THERAPY IN MEDICINE INCLUDING RADIOLOGY & DIAGNOSTIC IMAGING	100	100	200
4	CLINICAL DECISION MARKING & DIFFERENTIAL DIAGNOSIS	100	Not Applicable	100
5	PHYSICAL THERAPY TREATMENT & TECHNIQUES-1 (Musculoskeletal, Sports, Gerontology including Clinical Practices I)	100	100	200
6	EVIDENCE BASED PHYSICAL THERAPY & PROFESSIONAL PRACTICE IN PHYSIOTHERAPY	100	Not Applicable	100
	<b>TOTAL</b>	<b>600</b>	<b>300</b>	<b>800</b>

## 5<sup>th</sup> YEAR

Sr#	Subject Title	Theory Marks	Practical/Clinical & G.Viva Marks	Total Marks
1	PHYSICAL THERAPY IN SURGERY	100	100	200
2	EMERGENCY PROCEDURES & PRIMARY CARE IN PHYSICAL THERAPY	100	100	200
3	PHYSICAL THERAPY TREATMENT & TECHNIQUES-II (Cardiopulmonary, Neurological, Gynecological & Obstetrics, Integumentary Physical Therapy, and supervised Clinical Practices-II)	100	100	200
4	PROSTHETICS, ORTHOTICS, HUMAN DEVELOPMENT & COMMUNITY BASED REHABILITATION	100	Not Applicable	100
5	EXERCISE PHYSIOLOGY & HEALTH AND WELLNESS	100	100	200
	<b>TOTAL</b>	<b>500</b>	<b>400</b>	<b>900</b>
	REPORT WRITING (in final year)		Qualifying Mandatory	

### Note:

1. There shall be 01 Question Paper in each subject having equal contribution from all sections.
2. Supervised Clinical Practices-I shall commence from 3<sup>rd</sup> year & evaluated at the end of 4<sup>th</sup> year along with relevant subject while Supervised Clinical Practices-II shall commence from 4<sup>th</sup> year & evaluated at the end of final year along with relevant subject.
3. 10% marks are reserved for internal assessment based upon 3-5 Class Tests average, Class attendance and Overall performance.

## CREDIT ACCUMULATION AND TRANSFER SYSTEM (CAT)

A Credit accumulation and transfer system is a systematic way of describing an educational program based upon its components. Credit hour or credit unit is basically the academic currency of the academic activities.

In DPT under the CAT system is defined as:

Title	Recommended	Actual		
		Teaching	Clinical	Total
1. Contact hours 1500-1800 hrs/year 2. 25-30 Contact hours = 01 3. Number of credit points in a year = 55-60	1500-1800 Hours/year	1500+1500+1300+1600+1400+300 (R.W.) =7600	300+300+600 =1200	8800/5=1760 Hours/year

### DIVISION OF STUDY HOURS

#### 1<sup>st</sup> YEAR

Sr#	Subject Title	Contact Hours
1	ANATOMY-1	300
2	PHYSIOLOGY-1	300
3	BIOCHEMISTRY -1	300
4	KINESIOLOGY	400
5	ENGLISH	100
6	INTRODUCTION TO COMPUTER	100
	<b>TOTAL</b>	<b>1500</b>

## 2<sup>nd</sup> YEAR

Sr#	Subject Title	Contact Hours
1	ANATOMY-II	300
2	PHYSIOLOGY-II	300
3	BIOCHEMISTRY –II	300
4	BIOMECHANICS & ERGONOMICS	400
5	ISLAMIC STUDIES	100
6	PAKISTAN STUDIES	100
	<b>TOTAL</b>	<b>1500</b>

## 3<sup>rd</sup> YEAR

Sr#	Subject Title	Contact Hours
1	PHARMACOLOGY	300
2	GENERAL PATHOLOGY & MICROBIOLOGY	150
3	PHYSICAL AGENTS & ELECTROTHERAPY INCLUDING MEDICAL PHYSICS	450
4	THERAPEUTIC EXERCISES AND TECHNIQUES & MANUAL THERAPY	450
	<b>TOTAL</b>	<b>1350</b>

## 4<sup>th</sup> YEAR

Sr#	Subject Title	Contact Hours
1	SPECIAL PATHOLOGY	300
2	COMMUNITY HEALTH, RESEARCH METHODOLOGY, SOCIAL AND BEHAVIORAL SCIENCES	300
3	PHYSICAL THERAPY IN MEDICINE INCLUDING RADIOLOGY & DIAGNOSTIC IMAGING	150
4	CLINICAL DECISION MARKING & DIFFERENTIAL DIAGNOSIS	500
5	PHYSICAL THERAPY TREATMENT & TECHNIQUES-1 (Musculoskeletal, Sports, Gerontology including Clinical Practices I)	200
6	EVIDENCE BASED PHYSICAL THERAPY & PROFESSIONAL PRACTICE	150
	<b>TOTAL</b>	<b>1600</b>

## 5<sup>th</sup> YEAR

Sr#	Subject Title	Total Marks
1	PHYSICAL THERAPY IN SURGERY	200
2	EMERGENCY PROCEDURES & PRIMARY CARE IN PHYSICAL THERAPY	300
3	PHYSICAL THERAPY TREATMENT & TECHNIQUES-II (Cardiopulmonary, Neurological, Gynecological & Obstetrics, Integumentary Physical Therapy, and supervised Clinical Practices II)	500
4	PROSTHETICS, ORTHOTICS, HUMAN DEVELOPMENT & COMMUNITY BASED REHABILITATION	200
5	EXERCISE PHYSIOLOGY & HEALTH AND WELLNESS	200
	<b>TOTAL</b>	<b>1400</b>
	REPORT WRITING (in final year)	300
	<b>G. Total</b>	<b>1700</b>

## BREAK DOWN OF HOURS OF CLINICAL PRACTICE

Year	Ward/Clinic	Hours	Period
3 <sup>rd</sup> year	PHYSICAL THERAPY CLINIC	300	6 Months
	<b>Total</b>	<b>300</b>	
4 <sup>th</sup> year	PHYSICAL THERAPY CLINIC	100	02 Months
	GENERAL MEDICINE	50	01 Months
	PULMONOLOGY & CARDIOLOGY	25	0.5 Months



	NEUROLOGY	50	01 Months
	GYNECOLOGY & OBSTETRICS	25	0.5 Months
	PEDIATRICS	50	01 Months
	<b>Total</b>	<b>300</b>	
<b>Final Year</b>	PHYSICAL THERAPY CLINIC	100	03 Months
	CHEST MEDICINE	40	0.5 Months
	BURN & PLASTIC SURGERY	80	02 Months
	GENERAL SURGERY	40	0.5 Months
	ORTHOPEDICS SURGERY	100	03 Months
	NEURO SURGERY	80	01 Months
	CARDIOVASCULAR & THORACIC SURGERY	80	01 Months
	ICU & CCU	80	01 Months
	<b>TOTAL</b>	<b>600</b>	
	<b>S.TOTAL</b>	<b>1200</b>	
	<b>G.TOTAL (Including Theory &amp; Clinical =7600+1200</b>	<b>8800</b>	

## Schedule of lectures

- The schedule of lectures is provided in advance to the faculty and is notified on Notice Board for the students.
- Every subject has different and specific requirements hence the number of lectures allocated to each subject is different.

## General Academic Rules & Regulations

- The Institute adheres to a rigorous academic routine. Although the Institute's administrative timings are from 8: 30am till 4:00pm.
- Students are required to attend all lectures/practicals/demonstrations/tutorials and take all quizzes/class test /exam while the academic session is in progress.
- Students are generally not allowed holidays/leaves when the classes are in progress except in case of a severe emergency, e.g., hospitalization.
- There are fines/penalties for skipping classes/practicals/demonstrations/tutorials without informing the Institute.
- Students are encouraged to avail leaves/holidays according to the Academic Calendar which is issued to them prior to beginning their academic session.
- Rules regarding attendance, examinations and absence without intimation is given elsewhere in this document.

## Office of the Principal

- The office of the Principal is the highest Academic Office of the Institute.
- Students are generally allowed direct access to this office; however it is advisable to approach the principal through Student Affairs Department or the Academic Coordinator's Officer.
- Students must bear in mind that all directives/notices/rules /decisions issued by the Office of the Principal are final and non-challengeable.

## Academic Coordinator

- Office of Academic Coordinator, reporting directly to the Principal/ Medical Director, coordinates the Inter-departmental academic activities at the Institute. The office also serves as nucleus for students and faculty and helps coordinates their various academic activities.
- This office is also responsible to conduct all Monthly test and compilation and announcement of results.
- Academic Coordinator is assisted by an Assistant Academic Coordinator, and Course coordinators who are designated separately for each individual class/session of various academic programs offered by the Institute.

## Department of Student Affairs

- Department of Student Affairs is headed by a senior member of the management, usually of a rank of a Manager. The prime responsibility of the department is to serve as a bridge between the student body and the faculty, administration and accounts department.
- Students are advised to see the Manager Student Affairs regarding all their administrative matters.
- The department serves as a liaison between the students and the management.

## *Examination Rules and Regulations*

- All Major Examinations dates are announced by the Controller Examination of University of Sargodha, while monthly tests are conducted by respective faculty. Each student has to appear in a number of assessments-i.e., monthly class tests, quizzes, presentations, and Final Internal Examination.
- Class test and Series exam papers are returned to the students after marking, which the students are required to keep in their test Folders (issued to students at the beginning of the program).
- All Students must clear their Monthly and Final Internal Examinations.
- Letter grades will be assigned as follows :

<u>Score</u>	<u>Letter Grade</u>	<u>Descriptive Terminology Used</u>
Above 95.0%	A+	Exceptionally Outstanding
85.0-94.9%	A	Excellent
75-84.9%	B	Above Average
65-74.9%	C	Average
55-64.9%	D	Below Average
50-54.9%	E	Unsatisfactory
Less than 50%	F	Fail/Must Repeat

- Monthly test are scheduled in advance and specific dates are provided with Academic Calendar which is issued to the students before the commencement of the academic year.
- It is mandatory for all students to sit the monthly test as well as final Internal Examinations.
- Annual Examinations are held at the end of each year as per Academic Calendar.
- Exact date and time of the test/examination will continue to be announced prior to each test/ examination.
- Projects/Presentations may be assigned by the Faculty to individual students or groups and will be supervised and evaluated by the Faculty in-charge of the project/presentation.
- The overall pass marks in any course shall be 50 percent in the Annual Exam. 50% marks should be attained separately in theory paper and practicals.
- Final Internal Examination is held at the end of the Academic year and before students appears in each year's Professional University Examination. All students are required to take the Final Internal Exam, failing which they have to re-take the Final Internal Examination; he/she is not allowed to appear in the Professional university Examination. There is no exception to this rule.
- It is emphasized that all candidates are required to appear in /sit all the Class tests/quizzes and Final Internal Examination under all circumstances.

- Any student who fully fails to appear in class tests/quizzes/presentations without providing documentary proof is required to pay Rs. 500/- fine subject wise in addition to the absence fine as per policy of the Institute. The fine is levied as a deterrent, and to encourage students to not skip assessments.

## **Admission Rules & Regulations**

- The admission Notice for Doctor of Physical Therapy First Professional Class will be floated in the leading Newspapers.
- Admissions for degree programs are held once a year. Academic Sessions usually start after FSc Exam; however the management may change the date if deemed necessary.
- The admission is open to all eligible candidates (both Pakistan and Foreign nationals) without discrimination and anyone fulfilling the laid down admission criteria of University of Sargodha (UOS) Sargodha. It is candidate's own sole responsibility to fulfill the admission /registration criteria of UOS as the same may be obtained from the Registrar's Office of UOS.
- Application forms for admission may be obtained from the Admissions Office of the Institute
- Completed admission for along with the following documents must receive on or before the last day of proposed date.
  - a) Six recent passport sizes colored photographs. (3 with applications/after obtaining admission.
  - b) Secondary School Certificate showing date of birth .
  - c) Detailed marks Certificate of F.Sc. (pre-medical) or B.Sc.
  - d) Character certificates from the institution last attended.
  - e) Physical Fitness Certificate (Original Not Photocopy ) from a Registered Medical practitioner

- a) Medical Certificates.
- b) Original Documents of F.Sc & Matric
- The Institute reserves the right to accept or refuse admission to any candidate without assigning any reason. The decision shall be final and cannot be contested in any court of law.
- A candidate will not be considered to have been admitted in the specified academic program unless she fully qualifies for registration with the University /other affiliating body and also cleared outstanding dues/charges of the Institute.
- Admission will be provisional. All particulars certificates or any other documents submitted with the admission form may be subject to verification at the discretion of the management of the Institute, or the registering body/ affiliating university. Any candidate whose documents are found to be incorrect or forged in any way or whose authentication is doubtful, will be struck off from the Institute rolls even after the candidate has been admitted and paid the dues/charges.
- A student can be removed from the Institute at any time during the course of her studies if incorrect or wrong information/ data had been submitted by such a student at the time of admission. No show cause notice will be necessary for any action under this rule, nor would the Institute be liable for damages for any action taken under this rule. Institute's all decision in this regard shall be final and non-challengeable in any court or law.
- The admission fee, tuition fee and other charges will not be refunded to those students whose admission has been cancelled or who leave the Institute for any reason or discontinue studies due to domestic or any other reasons.
- Foreign students are required to fulfill the minimum admission criteria applicable to Pakistan students. Further information in this regard available for them from the students Affairs Department.



## *University of Sargodha Registration*

- Student must meet the minimum registration criteria for admission in DPT Program of the University of Sargodha. Admission into the Institute does not guarantee registration with the University of Sargodha unless the student meets the minimum registration criteria set by the University of Sargodha.
- The Institute does not have any jurisdiction over the minimum registration criteria notified by the University of Sargodha.
- All student admission records are submitted to the University of Sargodha by the Institute.
- Students must submit all documents(s) that the Institute may require from them for processing their registration with the University of Sargodha.
- It is the sole responsibility of the student to ensure that her all documents are in order and authentic and readily available for submission to the Institute.
- If the student does not submit her record/documents in a timely fashion to the Institute, then the University may not register the students, and the responsibility for the same shall rest with the student, and not the Institute.
- The Institute notifies the registration nos, of the students once they have been received from the University of Sargodha. Any Discrepancy/Short coming is also Notified and it is the responsibility of the student to rectify the same.
- Standard charges of the Institute for processing the registration documents are applicable.

**Professional Annual /Supplementary Practical examinations (separately for subjects as per course of studies) are held at the end of Professional year, for which additional charges for each practical exam are applicable as follows to cover the basis administrative / services costs of lab, examiners, attendants, materials/disposables, and equipment use, etc.**



## Student's Responsibility

- All students are required to be punctual in their attendance for their respective classes. The timings are notified well in advance on the notice board for all lectures, demonstrations, seminars, tutorial classes and practical in the Institute.
- No students are allowed to leave the lecture room or practical class without permission of faculty or until the class is dismissed.
- Students who are absent from their classes shall be liable to pay a fine of Rs. 100/- per lecture. Demonstration or practical class. This fine shall be over and above the fine /penalty for skipping class tests/quiz examinations.
- Repeated absence from lectures, practical classes, demonstrations, seminars, tutorials will make a student liable to be expelled from the Institute with out notification after 15 days.
- Every student shall be required to attend at least 80 percent of the lectures, seminars, tutorials, practical and clinical demonstrations in each subject in each class, failing which his/her name shall not be forwarded to the Faculty /Certification Agency/University for the purpose of appearing in the Final Examination.
- Under wherever case, any leave taken will be at student's own risk in so far as percentage of attendance is concerned. A medical certificate will not condone a deficiency in attendance. Sick leave, even if sanctioned by faculty/competent authority on medical grounds leading to absence in an examination will mean incomplete credit for that particular subject.
- **The name of the students, who is absent without leave continuously for a period of four weeks, will be struck off from the Institute rolls. In such a case she will leave or re- apply for admission and pay all necessary fee/dues.**

All irregularities, neglect of duties and breach of discipline and action taken will be brought to the notice of the course Coordinator by the faculty under whom the student is working, for necessary action.

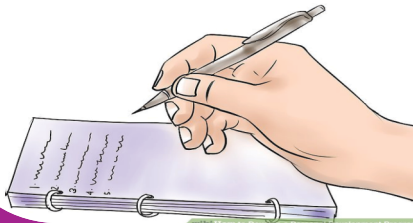




## *University of Sargodha Examination Rules & Registration*

- All rules and regulations of University of Sargodha are applicable. **University Exam charges are payable separately.**
- All students enrolled at the Institute DPT program must sit the Professional University of Sargodha Examination held once a year.

Students wishing to understand the University Examination Rules and Registrations may see the Manager Student Affairs Department of the Institute.



## *Leave Policy*

- When academic session is in progress, students are allowed only 2 day in a month as leave, if necessary, and only with prior approval.
- Students may apply for leave by signing the Student leave Register maintained by the Office Manager.
- Unless backed up with credible reason along with documentary proof, any absence by the student during a month when studies are continuing is considered as absence without leave, and hence absence fine is charged as per policy of the Institute.

## ***Extended Leave of Absence & Rejoining Policy***

- The Institute allows a student to proceed on a long leave of absence if the circumstances do not permit a student to continue their studies in the immediately foreseeable future. Such a situation may arise due to sudden demise in immediate family or due to other pressing obligations.
- Such students may rejoin the Institute the following year to continue their course of studies without paying their admission or registration charges. However, they will be required to pay the applicable tuition fee as well as any other charges in vogue at the time of their rejoining.
- If the students has completed only 6 months or studies before proceeding on extended leave, then they must start afresh from the next academic year. Students who have completed one to 2 year can rejoin studies from the next year onwards during the following academic session. However students must bear in mind that in this case, their registration with the University of Sargodha may be denied and their ability to appear in Professional examination may be affected. Under any circumstances, to be eligible for registration with the University is always student's own responsibility.

A student must start afresh if she leaves the Institute for more than one year.

## ***Student Assessment Policy***

- All assessments conducted over one year are reported to the University of Sargodha authorities as the Internal Assessment of the candidate.

Parents/guardians are advised / updated regarding their daughter's progress in the program on periodic basis, usually at the end of the year. Additionally, the Institute holds two Faculty-parents meeting in a year to review the student's progress.



## *Library, Resource Center and I.T Rules & Regulations*

- The Institute has a rapidly expanding Library, a Digital Resource Center and a reading Room. The Library has large collection of reference textbooks, general, general medical books and important reference material for teaching and research purposes. The Library also houses large number of electronic information database i.e. VCD and DVD in addition to a large volume of specialized Software 's (CDS) on Medical Subjects and other related material. New and updated versions of these Software's and new volumes /editions of books are continually being added into the collections. The library has sections on general reading as well. All holdings of the library except reference section material can be borrowed for a limited time period.
- On admission, students are required to become Library members. This membership grants them access to the Library Books, digital Resource Center, Internet Access with Printing Facility, and discounted Photocopier Facility.
- All member students are allowed to consult the reference material while in the library. Reference books and material is not issued to the students.
- Members shall not mutilate, or damage by writing or tearing pages of any book or publication, nor shall they perform mechanical reproduction/ photocopy for any material belonging to the library without formal permission of the librarian. Violation of this rule shall require replacement of the damaged volume or payment of its price.
- Library remains open from 8:30 am to 4:00pm (Monday to Friday). Library hours are observed in accordance with the Institute working hours during vacation. Students working on special projects/ presentations are allowed to utilize Library service till 4:00pm under Librarian.

- Eating, sleeping, smoking and audible conversation within the library premises is strictly prohibited.
- The defaulter may be fined and shall be responsible for damage, deficiency and loss of the library property.
- Students may borrow books for a maximum period of five days from the library. However there is a restriction to take out the book for more than two times consecutively. A fine of Rs. 20/- per day is charged for each book which is returned late. There is no waiver policy for this late fee fine.
- Members of Library are restricted to students of MARS Institute of Health Sciences.
- There is Membership fee of Rs. 5000/- for Library which is valid for 5 years and is payable once. Once a student becomes a member, they are issued a Library Card which is separate from the Student ID card.
- Laser (B& W) Printing charges (Rs. 10 /- per paper) and photocopy (B &W) charges of non-copy-righted material (Rs. 3/-per copy) are payable extra. These charges are subject to revision from time to time. Scanning facilities are also provided in the Library, and there are no charges for it as long as the scanned material is not printed.



## *Disciplinary Rules & Regulations*

- No student is allowed to indulge in politics directly or indirectly.
- Students are required to observe order and be quiet in the Institute premises. Students are forbidden to sing, whistle, create noise or  
Indulge in any unseemly behavior or activity within the Institute premises.
- Any student breaking or damaging any property of the Institute shall be required to pay the cost of repairs or bear the full cost of replacement.  
In case of willful damage, appropriate administrative action may be taken against the incumbent.
- Students are forbidden to address any person in authority directly. Any communication intended for such authority must be submitted  
through the Course Coordinator.
- Any student who wishes to make a representation on any subject has the right of direct access to the Academic Coordinator between 2:00pm and 3:00pm by prior appointment through the Course Coordinator.

- All faculty members are accessible at any time for counseling.
- If a student takes part in a political activity or conducts herself in an unbecoming manner or in such manner as would interfere with the corporate life or educational work of the Institute, the course Coordinator may take any action she deems proper or bring her before the Institute's Discipline Committee for proper action.
- It is desirable for students to engage themselves to a reasonable extent in wholesome co-curricular activities such as sports and other pursuits during leisure in order that they may not become too narrowly professional in interest and outlook.
- No person shall be invited to address a meeting or society in the Institute premises without prior written permission of the Principal. In all cases, a responsible person approved for the purpose by the Principal shall occupy the chair. The subject of address shall be fixed after obtaining the approval of the Principal in advance.
- A student shall not address a press conference, nor write to the press on a political or related subject or matters concerned with the Institute. No poster or banner shall be displayed without the approval of the Principal.
- In case of complaint it will be investigated first by the Course Coordinator/nominated teacher. If it is of serious nature it will be forwarded to the Discipline Committee for further investigations and the recommendations will be forwarded to the Principal.
- In dealing with any breach of discipline, infringement of the rules and regulations mentioned in this Handbook, the Principal may decide to order appropriate penalty including , verbal or written apology, withdrawal of scholarship, fine, bank guarantee in the name of Institute, temporary suspension from the Institute, removal from the hostel, expulsion from the Institute of rustication .
- Every student must realize that the duty of the authorities of the Institute is to impart education to her and conduct the examinations according to the laid down rules. Every student must, therefore, accept unconditionally the directives of the Institute issued through this Handbook including any amendment to be made hereafter. All these have been evolved for the purpose of imparting sound education to the students.
- Students are prohibited to keep firearms and other weapons on their person. The possession or use of narcotics is strictly prohibited. Anyone found in possession of or using narcotics or firearms will be expelled from the institute.
- The student must apply in writing stating the reason for her request for leave to the course Coordinator, and also observe standard rules for seeking a leave.
- Safety measures for handling acids, lab specimens, needles, infectious material, etc. are to be strictly followed.
- All accidents in lab, including minor ones must be reported to the concerned course Coordinator and the Academic Coordinator immediately.

- Students are not allowed to smoke within the Institute premises. All kinds of recreational drugs are strictly banned.
- Use of mobile phone while in the class or during any practical work is prohibited.
- Students are not allowed to indulge in abusive language or fighting or resorts to violence against any fellow student or employee of the Institute. In case a student is found to be acting in an unbecoming manner may be struck off from the Institute without any notice and removed from the Institute premises. The Institute reserves the right to take any legal action against any/all the perpetrators.
  
- A student may be suspended from the Institute by the Institute Management by the orders of Registrar /Academic Coordinator if she is found to repeatedly violate the institute rules and regulation.
- A student must not indulge in collecting /receiving money or other material for or on behalf of the Institute.
- **A student must not indulge in immoral activities, use indecent language, wear inappropriate clothes, make indecent remarks or jokes or gestures or behave in a rude manner with fellow students or Institute staff and management.**
- A student must not stage, incite or participate in a walkout, strike or any other form of agitation which creates or is likely to create law & order situation; responsibility for which shall only lie with the instigators/Perpetrators.
- A student must not do or act in any way which disrupts or is likely to disrupt peace and tranquility of the Institute atmosphere. A student must not associate with any particular group, political or religious party while also being a student of the Institute.
- **A student shall not leave the course of studies at Institute without intimating the Institute authorities and clearing all the dues /charges and fees payable by them.**
- A student must not enroll in any other Institute /University or College without intimating the Institute and receiving a No-objection certificate (NOC) from the Institute. Any student who enrolls at another Institute/University of College without intimating the Institute will be required to first clear off all the dues/Charges of the Institute. The Institute reserves the right to cancel the admission and registration with the examining /certifying body (whether a University, Council or other Government Body) of the student who violates this rule.
- **No student is allowed to approach the University of Sargodha without prior written approval of the Principal of the Institute.**
- Violation of any of the rules and disciplinary guidelines of the Institute will render the admission of the offender at the Institute null and void without notification, and all charges/dues paid will be forfeited.

## *End of year Clearance Form*

- Students are issued an End of year Clearance form by the student Affair Department during the last month of October.
- All students are required to clear their outstanding dues/charges before the end of the academic year, and submit this form to the student Affair Department and receive their final clearance.

## *Withdrawal & Transfer Policy*

- A student may withdraw from the program during the first year. The last date for withdrawal from the program is one month after commencement of the program.
- Students are not allowed to withdraw from the program after the one year commences as by then the names of candidates is submitted to the University of Sargodha by the Institute for registration.
- Any students wishing to withdraw from the program after the last date is required to pay full tuition fee for the program.
- **Students are not allowed to transfer to any other Institution of University of Sargodha once they have taken admission in the program at this Institute.**

## *Student Fund*

- The Institute holds different extracurricular activities throughout the academic year.
- **Students themselves arrange various activities throughout the academic year, and to finance these activities, each students is required to contribute Rs. 3000/-per year towards this “student fund”. This fund is utilized exclusively by the students themselves to organize any extracurricular group event/activity that they feel appropriate.**



## **Academic Calendar**

- The Institute issues an academic calendar every year, which provides specific dates regarding start and close of year, spring, summer and winter vacation dates and other important events, planned during the year.
- Every student is provided a copy of the Academic Calendar before the commencement of the academic session

## **Fee Rules & Regulation**

- The Institute has a fairly clear fee policy as all students are provided a detailed fee schedule prior to beginning their course of studies.
- **Tuition Fee/other charges once paid are non-refundable**
- **The admission and other charges are payable at the time of admission.**
- All tuition fee is payable in advance. The tuition fee & other charges are subject to increase of 10%-12% on annual basis at the discretion of the Institute Management. However such increase is not more than 15% on annual basis; and is applicable on all fee/dues/charges payable by the candidate.
- Annual tuition fee is payable by 5<sup>th</sup> day of commencement of the year. In case of no-payment, a fine of Rs.50/-per day for each day of late payment for the first 5days, after which the fine will be doubled of Rs. 100/- per day till the end of the month.
- After 30<sup>th</sup> of the month, the defaulter's name is struck off the Institute roll without notice. **The student will have to reapply for admission after fulfilling all requirements & payments of late fee penalty including admission –processing charges.**
- There are no exceptions to the Fee Rules and Regulations; however the Institute has a policy to accommodate students as much as possible.
- **All dues /charges of University of Sargodha, which may include registration charges, enrollment charges, sports fund, examination fee for each year, fee-share charges, or any other etc. are payable separately by the students.**



## *Dress Code/Official Uniform /ID Card*

- Mars Institute of Health Sciences places special emphasis on the general attire and grooming of the students. All students are encouraged to be properly dressed while on campus.
- All students must wear Lab Coats over their prescribed dress with closed-toe shoes while in the laboratories doing their practical work.
- All students are issued Student ID card by the Institute upon payment Rs. 300/- and students are required to display their Student ID Card while in the Institute. If an ID card is lost, the student must inform the management immediately, and a placement will be issued with repayment of Rs. 500/-.
- It is expected that the students put on clean and ironed dresses.
- Any students not following the above rules may not be permitted to attend the lectures, practical and demonstrations.
- A fine or Rs.1,000/- shall be levied for non- observance of any of the above mentioned rules.



## ***Refund Policy***

- The Institute has a clear refund policy . Candidates are allowed tuition fee refund only up to the point that their program of studies has not commenced. Once the program of studies commence, Students are allowed 50% refund up to 1 week . After that, no refund is allowed.

## ***Notices, Correspondence & Reminders***

- The Institute notifies all important information pertaining to the students and their academics on the Notice Board. Correspondence pertaining to the Exam result, disciplinary matters or any other important personal matter are communicated directly to the students at their home address through registered mail, for which Rs. 20/- correspondence charges per month are applicable.
- Reminder notices for late fee and other charges applicable are subject to a separate charge of Rs. 100/- per notice sent via registered mail by the Institute. These notices are only issued if the candidate fails to deposit the required fee after the expiry of the last due.

**Students who do not clear their due charges /tuition fee/other applicable fees within due time period are subject to disciplinary action by the Institute, including cancellation of their registration with the University and /or withholding of the exam results.**

## ***Issuance of Roll NOs. /registration for Professional Examinations***

The Roll No. Slips/Registration cards for appearing in each Professional Examination conducted by University of Sargodha are only issued to those students who clear their entire outstanding dues all charges (any fine/penalties levied for non-observance of rules & regulations) towards the Institute

# MARS



## **IMPORTANT NOTICE**

- MARS Institute of Health Sciences reserves the rights to alter, modify, add or delete without notice or obligation, any of the contents published herein or otherwise advertised. All financial charges/fees/dues payable are subject to change from time to time based on the decision approved by the management of MARS Institute of Health Sciences for Women.
- In case of any ambiguity or non-existence of rules, the final authority for their interpretation and provision shall rest with the institute Management whose decision shall be final and conclusive for all concerned parties. All rules, regulations given in Prospectus are applicable. Errors and omissions accepted.
- This is a copyright protected material. Unauthorized photocopying and republication is strictly prohibited.



## *Extracurricular Activities*

The following extracurricular activities have been arranged for the students.

### **Sports activities Clubs**

The following sports activities clubs have been established.

- Athletics
- Cricket
- Badminton
- Table Tennis





## *Affiliated Teaching Hospital*

### **GULAB DEVI HOSPITAL**

It is 400 bedded Hospital, Situated Ferozepure Road Lahore. It is fully staffed and equipped with modern Equipment and is available for hand on and practical training for Doctor of Physical Therapy students.



## *Hostels*

A spacious Hostel with all services including boarding facility, to accommodate nearly 100 students, are available adjacent to the institute. Security staff remains alert on duty for 24 hours. Transport facility is available for Hostellites for their clinical work in affiliated Hospitals

Hostel is supervised by senior teaching faculty members



## *Study Tours*

Study Tours are arranged for Doctor of Physical Therapy students in different historical areas of Pakistan



## *Physiotherapy Students Society*

A Physiotherapy Student's society with the name of Doctor of Physical Therapy-MARS Institute of Health Sciences has been established for organizing extra-curricular activities under the supervision of the College Principal and the Faculty



## *Development Program*

New building of institute (5 acre Land ) with excellent facilities in the form of spacious lecture hall, equipped laboratories, seminar hall, museum, library, IT Lab etc. will be developed in the newly constructed building at Raiwind Road, Lahore.



## *Pakistan*

Pakistan, one of the ten most populous nations in the world, is bounded by the Arabian Sea in the South, Iran on the West, Afghanistan on the North-West and India on the East. Geographically, Pakistan is bestowed with nature's bounty of mighty mountains, lush green valley's; sparking rivers and ancient deserts. The country whose history goes back to 400 BC has a cultural heritage which is fascinating. In the summer months, they are only 300km away from Lahore. Guided tours can be arranged through Pakistan Tourist Development Corporation.



# MARS



*Lahore*

Lahore, the glorious capital of Punjab, is the second largest city of the country, and Pakistan's cultural, educational and artistic center. The origins of Lahore are obscure but documentation about this city shows it to be 10 centuries old at least. The old city of Lahore was walled in the 16<sup>th</sup> century 13 gates. Outside the walled city is the colonial city built during the British rule. Modern Lahore is a series of Suburbs. In all, Lahore is a vast, sprawling, and expanding city, a clash of Moguls and colonial as well as contemporary architecture, with many gardens, parks, tombs mosques and museum. Presently the population of Lahore is over 5 million; elevation is 213 meters above the sea level summer temperature are 18-44 c and winter 5-28c.



## *Living in Lahore*

Historically Lahore has been called “Paris” of Indian subcontinent. It is the cultural and educational capital of Pakistan. Lahore has friendly relaxed atmosphere is easy to live in, with a variety of activities to suit almost anyone. From the newly developed serene suburbs and colonies to the busy round the clock facilities available in the city center has something for everyone. Lahore is famous for the variety of cuisine available. Be it the traditional food like Nihari, Halva Puri or paey, Thikka kabab or fast food, every palate is catered to. There are number of good Chinese restaurants, five star and tourist hotels, for traditional food. Food Street a newly renovated street in Gowalmandi is highly recommended. Some of the better restaurants serving a variety of foods are located on MM Alam Road in Gulberg .Recently, other examples global village, a number of multinational food chains like McDonald, Pizza Hut, Kentucky Fried chicken UNO Pizza and KFC have opened their branches in different localities of Lahore.



## *Entertainment*

A number of entertainment centers in this metropolis provide a variety of relaxing opportunities. There are number of well-maintained parks and gardens for those who want to jog, walk or just spend sometime in the relaxing environments of these lush green expanses. Shalimar gardens, Jehngir's Tomb, Jinnah Gardens, Racecourse park, Model Town Park and Jallo Park are some of the most well known. There are many cinema houses which run English, Urdu and Punjabi movies around the year. Occasionally film festivals are also programmed. There are many open air theaters, where drama stage activities abound round the year. Many music groups and concerts are also organized regularly. The Lahore Museum is the oldest and the Largest of the country and was set up over a century ago. Some other institutions with over a century to their names are the National college of arts, the king Edward Medical college, the Government college Lahore, the University of Punjab etc. A city providing something to everybody, there are some excellent 18-hole golf courses in the Golf Club, Gymkhana golf club and Garrison golf club allow non-members to play golf o payment of course fee.

## Fee Calendar

Prospectus Fee:	Rs: 1,000/-	At once
Registration Fee:	Rs: 1,000/-	At once
Admission Fee	Rs: 32,000/-	At once
Tuition Fee & Misc. Charges:	Rs: 180,000/-	Every year

Miscellaneous charges (Documents verification , Library , IT Lab & student's ID card etc.)

## Other Charges/Fee

University Sharing Fee during 2nd ,3rd, 4th & Final year (before annual examination on University of Sargodha)

Hospital training /Registration fee during 3rd, 4th, & Final year (before start of rotation /training)

University Examination Fee (with admission form of Examination)

## **Note:**

University sharing /Examination fee will be changeable as per policy of University of Sargodha and Rotation fee as per policy of affiliated Hospital

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INSTITUTE OF  
HEALTH SCIENCES

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