



PAKISTAN INSTITUTE OF COMMUNITY OPHTHALMOLOGY

PROSPECTUS 2025-26

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شروع کرتا ہوں اللہ کے نام سے جو بڑا مہربان اور نہایت رحم کرنے والا ہے۔



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Faculty & Teaching Staff



Dr. Sadiqullah Khan



Dr. Mufarriq Shah



Dr. Pervez Akhter



Dr. Junaid Faisal Wazir



Ms. Samina Anwaar



Mr. Siraj Khan Safi



Mr. Sami Uddin



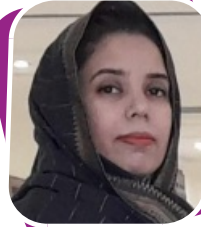
Dr. Sohail Nabi



Dr. Sajjad Ali



Ms. Asma Yaqoob



Ms. Shazia Noreen



Mr. Azmat Jehan



Ms. Komal Yaseen



Ms. Yumna Tariq



Mr. Zia Ullah



Ms. Nasira Begum

Message from the Director

Welcome to the Pakistan Institute of Community Ophthalmology (PICO)!

As the Director of this Institute, I take immense pride in our rich tradition of providing practical, evidence-based education in Ophthalmology. Our programs in Optometry, Community Ophthalmology, and Ophthalmic Technology are designed to prepare students to become leaders with the moral depth and intellectual capacity required to meet the growing challenges of eye health.

PICO is affiliated with Khyber Medical University, Peshawar for its graduate and postgraduate programs, and with the Khyber Pakhtunkhwa Medical Faculty for its two-year Diploma in Ophthalmic Technology. As the pioneer institute of Vision Sciences in Pakistan, PICO has the honor of being the first to introduce such specialized courses in the country. We are proud that our graduates enjoy nearly 100% job placement across Pakistan. Our faculty comprises highly competent and experienced professionals, dedicated to imparting both knowledge and skills.

In recognition of its role and contribution, PICO has been designated as a Center of Excellence under the National Program for Prevention and Control of Blindness.

Located within the premises of one of the leading public sector hospitals, the Hayatabad Medical Complex (HMC), PICO provides unique opportunities for students to engage in hands-on training with patients. Our state-of-the-art Optometry laboratories, Ophthalmology units, and community outreach programs including free eye camps offer invaluable practical exposure. These activities not only serve marginalized communities but also enrich our students' learning experiences in patient care and disease prevention.

The strength of our more than 4,000 alumni and the consistent success of our students reflect the decades of leadership and experience-based knowledge that our faculty bring into the classroom. To further support academic and professional growth, PICO has launched its own newsletter and the official Research Journal of Clinical & Community Ophthalmology, which is published and circulated regularly. Our students also benefit from capacity-building workshops and training sessions organized by the Institute.

I warmly invite all individuals interested in expanding their knowledge and advancing their careers in Optometry, Community Ophthalmology, and Ophthalmic Technology to explore PICO further whether online or through a visit to our campus. We welcome you to join our vibrant community of life-long learners.

For more details, please visit our official website: www.pico.org.pk

We look forward to welcoming you to the Pakistan Institute of Community Ophthalmology (PICO), Hayatabad Medical Complex, Peshawar.



Director
Prof. Sanaullah Jan

Introduction to the institute

Pakistan Institute of Community Ophthalmology (PICO) was established in 1998, on the recommendations of the WHO as a joint project through partnership between Government of Khyber Pakhtunkhwa and International Centre for Eye Health (ICEH) London (UK). The institute is also financially and technically supported by Sightsavers International (UK), CBM (Germany), Light for the World (LFW) (Austria), Fred Hollows Foundation (Australia) and Brien Holden Vision Institute (Australia). Later on in 2010 it was declared by Government of KP as an autonomous Institute and now it is working under the Board of Governors' Medical Teaching Institute (MTI)/HMC.



Our Vision:

“Improving Quality of Life by eliminating avoidable blindness”.

Mission:

“Work towards an enabling environment which contributes towards strengthening eye health care system”.

Aims & Objectives:

The aim of the Institute is to reduce the prevalence of blindness and visual impairment and to improve the quality of life of people with blindness, visual impairment and other eye ailments through the following:

1. Human resource development for comprehensive eye care with an aim to improve the quality and coverage of eye care services for the people of Pakistan and other developing countries.
2. Conduct clinical, epidemiological and social research on the burden of blindness & visual impairment, it's social and economic consequences, identifying risk factors and barriers faced by people in availing eye care services in order to improve eye care service delivery to people in under privileged areas.
3. Extend comprehensive eye care services to district and sub-district levels so that eye care services become available, accessible, acceptable and affordable to all segments of population.
4. Plan capacity building of eye care teams at national, provincial, district and sub-district levels in the management of eye care programs so that eye care services become effective and efficient.
5. Arrange advocacy campaigns to get resources & support for above activities.

Administrative Structure

Pakistan Institute of Community Ophthalmology (PICO) is an autonomous institute working under the Medical Teaching Institutions (MTI) Act of 2015. It is situated in Hayatabad Medical Complex and is headed by the Director who works under the Board of Governors (BoG) of MTI/HMC. The Director is helped by Deputy Directors, senior faculty members, an academic council and other non-faculty members of the institute.

Role of the Director

1. The Director is the overall in-charge of all academic, administrative and financial activities.
2. Represents the institute at Board of Governors of Hayatabad Medical Complex and other relevant forums.
3. Deals with all matters of academic interest in the institution at all time.
4. Draw and promulgates the detailed teaching programs for students according to the decisions of the academic council, Pakistan Medical & Dental Council and Khyber Medical University and HEC.
5. Approves the agenda for meetings of the academic council.
6. The Director is the official signatories to all the academic certificates issued in respect of the students.
7. The Director is responsible for the compilation of all medical education and research activities in the institution.
8. Carries out all other activities that are assigned to him from time to time by the Government / Board of Governors.

Academic Council

The Director is the chairman & the Deputy Director Academics PICO is the secretary of the academic council. Other members include:

1. Deputy Director CEC/ International Affairs PICO
2. Deputy Director postgraduate courses Education PICO
3. Deputy Director undergraduate Education PICO
4. Head Department of Community Eye Health
5. Head Department of Public Health
6. Head Department of Epidemiology & Bio-Statistics
7. Head Department Community Medicine KGMC
8. Head Department of Optometry & Orthoptics
9. Head Department Clinical Ophthalmology
10. Head Department Ophthalmic Technician
11. Head Department Ophthalmic Nursing
12. Head Department Allied Subjects

Role & Responsibilities of the Academic Council

1. To determine requirements for education, evaluation and research in the light of rules and regulations of the Pakistan Medical & Dental Council and Khyber Medical University and HEC.
2. To set standards and targets for educational and research activities for each department.
3. The council is also responsible for capacity building in each department to achieve the desired targets.
4. To lay down policy and procedures for academic and clinical governance and support to students including student's career counseling.
5. To facilitate the development of learning resources for students and staff including a modern library and strong IT support.
6. To prepare and submit an annual performance report about the institute at the end of each academic year.
7. Academic council is also responsible for maintaining discipline in the premises of the institute.

Facilities for Students at the Institute

Computer Labs & Access to High Speed Internet

The Institute has three computer labs. Each lab has 16 computers with high speed internet facility. Software(s) for statistical analysis are also available on these computers for student's research work.

Well-Equipped Demonstration Rooms & Class Rooms with Video Conferencing Facility

PICO provides facilities to students of exposure to the latest available relevant technology at its modern demonstration rooms & class rooms with state of the art video conferencing facility for online lectures.

Raja Mumtaz Regional Learning Resource Centre

Students are required to prepare assignments, research articles, dissertation and thesis. For these activities the Institute has established Raja Mumtaz Regional Learning Resource Centre (RLRC), one of the best learning resource centers in the country. RLRC provides up-to-date information to students through ,more then5000 printed books, 15 national and international journals subscription, dictionaries, encyclopedias, census reports, Newsletters and other course related books. Audio Visual section includes CD ROM's, slide sets, DVDs with player & CDs. RLRC has a facility of 04 computers with internet access. Printing, scanning and photocopying facilities are also available for students and research scholars of the institute. The reading area of the RLRC has a capacity for 50 students at a time.

Optical Lab.

The Institute has a state of the art optical lab to facilitate students in learning modern techniques of dispensing spectacles.

Clinical Department for Practical Training

The institute also has the privilege to access the full-fledged Department of Ophthalmology at Hayatabad Medical Complex (HMC) for practical training. Department of Ophthalmology at HMC is one of the 05 centers of excellence for eye care in the country. Students get hands on training under the supervision of experienced ophthalmologists and optometrists with the cooperation of the whole eye care team.

Opportunity to Participate in Community-Based Surveys, Eye-Camps & Workshops

The Institute provides opportunities to students for participating in community based blindness surveys, eye camps and workshops to enhance their skills.

DEPARTMENTS & FACULTY

Department of Community Eye Health

Dr. Sadiqullah Khan MBBS, MCPS Ophth., MSc. (CEH), FCPS Ophth.	Associate Professor Community Eye Health
Dr. Junaid Faisal Wazir MBBS, MPH (CEH), D.O.M.S, MCPS, ICO, MHR	Assistant Professor Community Eye Health
Dr. Sohail Nabi MBBS	Lecturer Public Health

Department of Epidemiology and Biostatistics

Dr. Muhammad Zahid Jadoon MBBS, MSc. Epidemiology (London), DLSHTM (London)	Associate Professor Epidemiology (Visiting)
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Department of Health Promotion and Sociology

Ms. Samina Anwaar MS Social Anthropology	Assistant Professor Social Anthropology
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Department of Optometry

Dr. Mufariq Shah BVS, M.Sc, PGDACO (Australia), FAAO(USA), FIACLE, PhD (Australia)	Associate Professor Optometry
Mr. Sami ud Din BVS, M.Phil Vision Sciences	Assistant Professor
Mr. Daud Jan BVS, M.Phil Vision Science	Lecturer
Mr. Azmat Jahan BVS, M.Phil Vision Science	Lecturer
Ms. Komal Yaseen BVS, MPH	Lecturer
Ms. Yumna Tariq BVS, M.Phil Vision Science	Lecturer

Department of Orthoptics

Mr. Siraj Khan Safi
BVS, M.Phil Vision Sciences

Assistant Professor

Ms. Shazia Noreen
BVS, M.Phil Vision Sciences

Lecturer

Mr. Rafiq Ullah Jan
B.Sc (Hons) Dispensing Optician (UK)

Dispensing Optician (Visiting)

Department of Nursing and Operation Theater Training

Ms. Nasira Begum

BSc Nursing

Mr. Amjad Ali

Ophthalmic Technician

Mr. Naib Ali

Ophthalmic Technician

Mr. Amin Ullah

JCT Ophthalmology

Department of Clinical Ophthalmology (Department of Ophthalmology HMC)

Dr. Yousaf Jamal Mahsood
MBBS, FCPS, FRCS

Chairman Department of Eye

Prof. Dr. Sofia Iqbal
MBBS, MRC Opth, FRCS

Professor
In-charge Eye-B Unit

Dr. Mohammad Tariq Khan Marwat
MBBS, MCPS, FCPS, FCPS (VR)

Professor

Dr. Umar Khan
MBBS, FCPS

Associate Professor

Dr. Samina Karim
MBBS, FCPS

Assistant Professor

Dr. Naz Ullah
MBBS, FCPS

Associate Professor

Dr. Afzal Qadir
MBBS, FCPS

Associate Professor

Dr. Shahid Abdur Rauf Khan
MBBS, FCPS (Vitre retina)

Assistant Professor

Dr. Abdul Aziz
MBBS, FCPS

Assistant Professor

Mr. Muhammad Kashif
BVS, MPH, M.Phil Vision Sciences

Assistant Professor
Optometry

Mr. Zohaib Shah
BVS

Optometrist

Ms. Roohi Laila
BVS

Optometrist

Faculty for Allied Subjects

Ms. Asma Yaqoob
MA English

Lecturer English

Dr. Sajjad Ali
MA, M.Phil ,PhD(Islamic Studies)

Lecturer Islamiat

Dr. Pervez Akhtar
MSc. (Economic), MS, Ph.D (Management Sciences)

Program Officer

Mr. Zia Ullah
MCS, BIT (Hons), MCP, GIS

Web Manager

Department of Community Medicine, KGMC as attached Department for PICO

Prof. Dr. Raheela Ameen
MBBS, FCPS

Chairperson
Community Medicine

Prof. Dr. Sabina Aziz
MBBS, FCPS

Professor

Dr. Aliya Qazi
MBBS, MPH

Assistant Professor

Dr. Shakæla Asif
MBBS, MPH

Assistant Professor

Dr. Tauseef Aman
BDS, MPH

Assistant Professor

Dr. Noreen Shah
MBBS

Senior Lecturer

Dr. Shaista Kanwal
MBBS

Lecturer

Dr. Shehnaz Rahman
MBBS

Lecturer

Dr. Salma Akbar
MBBS

Lecturer

Visiting Faculty of Pakistan Institute of Community Ophthalmology

Prof. Dr. Mhammad Daud Khan
Ex-VC KMU, Peshawar.
Prof. Dr. Shad Mohammad
Ex-Director Academics, KMU.
Prof. Dr. Mhammad Aman Khan
Head of Department C-MED,
Peshawar Medical College, Peshawar
Prof. Dr. Abid Nawaz
Department of Ophthalmology,
Kabir Medical College, Peshawar.
Prof. Dr. Zia Mohammad
Ex-Head Department Ophthalmology, BKMC
Dr. Malik Shandar
Department of Physiology KGMC, Peshawar.
Dr. Kulsoom Tariq
Associate Professor, KGMC

Mr. Ali Minto
Optometrist, Islamabad.
Dr. Hamid Hussain
Associate Professor, Epidemiology, KMU
Prof. Dr. Khalid Javed
Department of Pathology, KGMC
Dr. Munir Sher
Department of Pathology, KGMC
Dr. Sheikh Fahad Falah
Department of Pharmacology, KGMC



OTC

Ophthalmic Technician Course
02-Year Diploma Course

Introduction

The Ophthalmic Technician Course is a two year diploma affiliated with the Faculty of Paramedical and Allied Health Sciences (FPAHS) Khyber Pakhtunkhwa.

Curriculum Outline for Diploma Course

1 st Semester	2 nd Semester
1. Introduction to human anatomy 2. Introduction to human physiology 3. Introduction to biochemistry 4. Introduction to pathology 5. Introduction to pharmacology	1. Anatomy of the eye 2. Physiology of the eye 3. Islamiyat 4. English
3 rd Semester	4 th Semester
1. Common diseases of the eye 2. Community ophthalmology 3. Public health 4. First aid & patient safety	1. Basic clinical skills 2. Advanced visual function assessment 3. Pak-Studies 4. English

Examination / Evaluation

1st YEAR: Semester 1

S. No	Subject	Marks
1	Introduction to human anatomy	100
2	Introduction to human physiology/biochemistry	100
3	Introduction to pathology	100
4	Introduction to pharmacology	100
	Total	400



1st YEAR: Semester 2

S. No	Subject	Marks
1	Anatomy and physiology of the eye	100
2	English	100
3	Islamiyat	50
	Total	250

2nd YEAR: Semester 3

S. No	Subject	Marks
1	Diseases of the eye	100
2	Community ophthalmology	100
3	Public health	100
	Total	300

2nd YEAR: Semester 4

S. No	Subject	Marks
1	Basic clinical skills	100
2	Advance visual function assessment	100
3	English	100
4	Pak-Studies	50
	Total	350



SEATS DISTRIBUTION

(MAXIMUM 30)

- Open merit (14)
- Self Finance (05)
- Reserved seats for Govt. employee / leprosy program (03)
- Reserved for Special candidates (02)
- Backward Area Seat (One Specified seat for District Kohistan / Dassu) (04)
- Employee Children and Minority quota for BPS-16 and below (PICO Staff) (02)

Note: If candidates are not available for any reserved seats they will be converted to open merit seats.

Duration: Two years (4 semesters)

Age limit: For fresh candidates upto 30 Years while for in-service candidates upto 45 years (as per rules of Medical Faculty, Khyber Pakhtunkhwa and subject to any change afterwards by the said authority).

Eligibility Criteria

The minimum requirement is Matric Science / 10 years of schooling with Biology as compulsory subject and with a minimum of C grade not less than 50% or equivalent marks.

How to Apply?

Applications forms for admission will be available at PICO website (www.pico.org.pk) within the announced dates. Applicant are required to submit application forms along with attested photocopies of the following documents.

- Matriculation /SSc. or equivalency certificate.
- Photocopies of CNIC / Form B / Passport (In case of overseas students)
- Academic certificate of SSC or equivalent showing marks obtained / total marks for all professional examination.
- 04 passport size photographs (White Background)
- Migration certificate if first degree is from a different board of education.
- Domicile certificate
- IBCC certificate for overseas students

Timings:

From Monday – Friday 08:30 am to 02:30 pm

Completed forms along with all the required documents must be submitted within the dates and timing announced in admission advertisement.

**Tuition Fee & Other Charges
For Open Merit Students**

S. No	Particulars	1st Semester (PKR)	2nd Semester (PKR)	3rd Semester (PKR)	4th Semester (PKR)	Grand Total (PKR)
1	Admission Fee	10,000	---	---	---	10,000
2	Tuition Fee	20,000	20,000	20,000	20,000	80,000
3	Medical Faculty Registration	4700*	---	---	---	4700*
4	Library Membership Fee	500	---	500	---	1000
	Document Verification Fee	500	---	---	---	500
	Sports	700	---	700	---	1400
	ID Card	200	---	200	---	400
	Security (Refundable)	5000	---	---	---	5000
	Total (PKR)	41,600	20,000	21,400	20,000	1,03,000

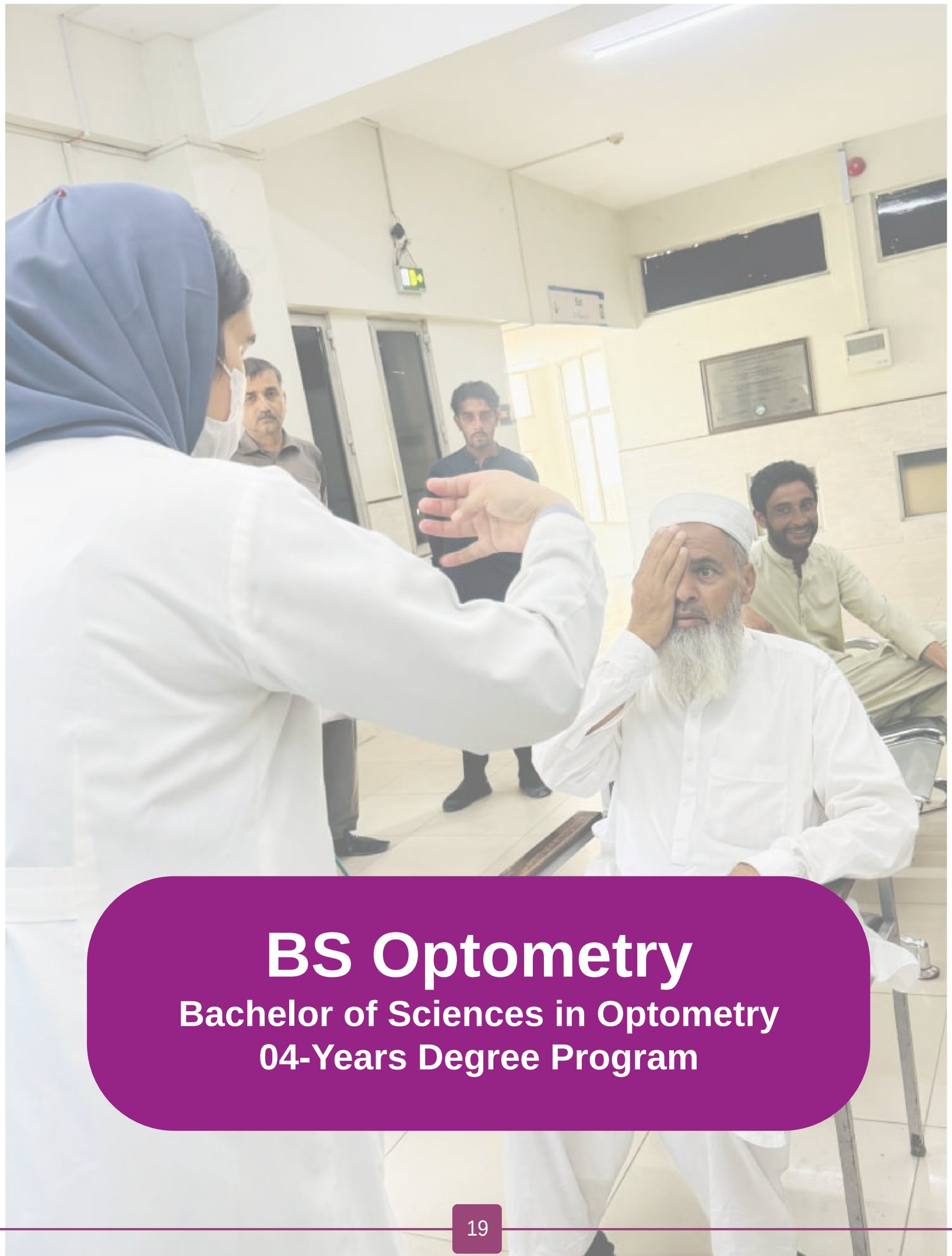
For Overseas / Foreign Students

Total (Lump sum including all institutional cost except boarding logging cost): (For Sponsored) (For Non Sponsored)	1st Semester (US \$)	2 nd Semester (US \$)	3 rd Semester (US \$)	4 th Semester (US \$)	Grand Total (US \$)
(For Sponsored)	1000	---	1000	---	2000
(For Non Sponsored)	500	---	500	---	1000

**Tuition Fee & Other Charges:
For Students Self Finance**

S. No	Particulars	1st Semester (PKR)	2nd Semester (PKR)	3rd Semester (PKR)	4th Semester (PKR)	Grand Total (PKR)
1	Admission Fee	10,000	---	---	---	10,000
2	Tuition Fee	40,000	40,000	40,000	40,000	160,000
3	Medical Faculty Registration	4700*	---	---	---	4700*
4	Library Membership Fee	500	---	500	---	1000
	Document Verification Fee	500	---	---	---	500
	Sports	700	---	700	---	1400
	ID Card	200	---	200	---	400
	Security (Refundable)	5000	---	---	---	5000
	Total (PKR)	61,600	40,000	41,400	40,000	1,83,000

Note:* Any changes in fee is subject to changes in policy of Khyber Pakhtunkhwa Medical Faculty.



BS Optometry

Bachelor of Sciences in Optometry
04-Years Degree Program



Introduction to Bachelor of Sciences in Optometry (BS Optom)

Bachelor of Sciences in Optometry is a Four year professional optometry course which includes clinical and practical phases of optometry as well as the theoretical and fundamental aspects of vision sciences. It is spread over eight semesters of professional courses, including a research project.

According to the world council of optometry “Optometry is a healthcare profession that is autonomous, educated,

and regulated (licensed/registered), and optometrists are the primary healthcare practitioners of the eye and visual system who provide comprehensive eye and vision care, which includes refraction and dispensing, detection/diagnosis and management of diseases in the eye, and rehabilitation of condition of the visual system”.

Objectives:

At the end of the course the students will be able to:

- Perform vision test and analyze results.
- Provide quality refractive services to the community through their advanced training in specialized area of Optometry to meet the needs of secondary and tertiary eye care institutions.
- Increase the coverage of Comprehensive Eye Care and ensure quality and equitable delivery of these services.
- Provide pre and post-operative care to patients undergoing eye surgeries.
- Perform Orthoptics / Low Vision / Contact Lens assessment & provide treatment such as vision therapy or low vision rehabilitation.
- Assist ophthalmologist in outpatients and theater.
- Perform some minor surgical procedures (removal of super facial foreign bodies, irrigation of lachrymal passages).
- Diagnose some disease of the eye like cataract, glaucoma, diabetic retinopathy, age related macular degeneration and refer appropriately.
- Perform and run all the diagnostic test / equipment need for ophthalmic diagnosis.
- Conduct appropriate basic, applied and clinical research.

Curriculum Outline

Credit hours: 134

Year s	Sem ester	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Subject 6	Subject 7	Credit Hours
1	1 st	MEDICAL BIOCHEMISTRY I	HUMAN PHYSIOLOGY I	HUMAN ANATOMY I	ENGLISH I	PAK STUDIES	COMPUTER SKILLS		18
	2 nd	MEDICAL BIOCHEMISTRY II	HUMAN PHYSIOLOGY II	HUMAN ANATOMY II	ENGLISH II	ISLAMIC STUDIES			16
2	3 rd	GENERAL PATHOLOGY	GENERAL PHARMACOLOGY	ANATOMY OF EYE	PHYSIOLOGY OF EYE	OCULAR MICROBIOLOGY	COMMUNICATION SKILLS		17
	4 th	DISEASES OF EYE & OCULAR THERAPEUTICS I	BASIC CLINICAL SKILLS IN OCULAR EXAMINATION	PUBLIC HEALTH	SKILLS FOR ADVANCED VISUAL FUNCTION ASSESSMENT	FIRST AID & OCULAR EMERGENCIES	BEHAVIORAL SCIENCES		17
3	5 th	DISEASES OF EYE & OCULAR THERAPEUTICS II	GEOMETRICAL OPTICS	VISUAL OPTICS	PHYSICAL OPTICS & APPLIED MATHEMATICS	LEADERSHIP & MANAGEMENT	LEADERSHIP & MANAGEMENT	CLINICAL REFRACTION	17
	6 th	INSTRUMENT OPTICS	DISPENSING OPTICS	CONTACT LENSES-I	LOW VISION I	BASICS OF ORTHOPTICS	COMMUNITY OPTOMETRY		17
4	7 th	CLINICAL OPTICS AND NEURO OPTOMETRY	CONTACT LENSES II	LOW VISION II	RESEARCH METHODOLOGY	BIOSTATISTICS	INCLUSIVE EYE HEALTH		18
	8 th	CLINICAL ORTHOPTICS AND BINOCULAR VISION	CLINICAL OPTOMETRY	BIOETHICS	SEMINAR	RESEARCH PROJECT			14

Duration: Four years (08 semesters)

Examination and Methods of Assessment

The students are evaluated during each course on the basis of the following:

1. Continuous Assessment which includes short quizzes, tests, class and home assignments, class participation, interactive discussions, practical exercises and group work depending on the course outline.
2. Examination Evaluation
 - i. Mid Term Exam 20%
 - ii. Assignment / Practical 10%
 - iii. Final Exam 70%

Total: 100%

Seats Distribution

· Open merit	23
· Backward Areas	05
· FATA (Merged Area)	02
· Special Candidate	01
· Baluchistan	01
· AJK / Northern Areas	01
· Overseas / Foreign	05
· Employees Children & Minority Quota for BPS-16 and below (PICO Staff)	02
Grand Total	40

Note: If candidates are not available for any reserved seats they will be converted into open merit.



Eligibility Criteria:

All the candidates applying for admission in Bachelor of Sciences & Optometry course must fulfill the following requirements.

1. **Qualifications:** The candidates applying for admission against any category of seats must possess FSc. Certificate (Pre-Medical) with at least 50% unadjusted marks (2nd division) from any Board of Intermediate and Secondary Education in Pakistan.

OR

Must possess any certificate from Foreign University / Board other than Afghanistan which, in scope and standard is found equivalent to the FSc. (Pre-Medical) examination of Pakistan, subject to the following:

- i. The examination is recognized as equivalent to FSc. (Pre-medical) by the inter Board Committee of Chairman (IBCC), Islamabad. It shall be the responsibility of the candidates to settle their cases with IBCC and should get clearance certificate from IBCC, Islamabad for recognition of their qualifications.
 - ii. The equivalent certificate must be attached with the application form before final closing dates.
 - iii. Provisional equivalence certificate issued by the IBCC may be entertained for admission; however confirmation of the candidate's admission will be subject to provision of proper equivalence certificate issued by the IBCC.
 - iv. The equivalence certificates of such candidates will not be accepted. If they have not studied and passed the subject of physics, Chemistry and Biology in their 9th, 10th, 11th and 12th. O & A levels or other equivalent examination recognized by the IBCC. They must have passed English as subject at O or A level.
 - v. Only the Converted marks certificates issued by the IBCC will be accepted. The equivalence of marks will be on the basis of a certificate issued by IBCC.
2. **Entrance Test:** The candidate must have appeared in the entrance test of KMU-CAT conducted by Khyber Medical University.
The result of the KMU-CAT will be valid for the corresponding academic year only and the result of the previous year will not be considered for the current session.
 3. **Possession of valid domicile certificate**
 - i. The candidate must possess a valid domicile certificate of concerned area.
 - ii. The domicile certificate once submitted with the entrance test form cannot be changed and shall be considered as final.

4. Weightage for preparation of final merit list & Adjustment

EXAMINATION / TEST

SSC or equivalent level examination Marks

Marks in FSc. or equivalent examination

KMU-CAT Entrance Test

WEIGHTAGE

=10%

=50%

=40%

Example:

A candidate has obtained marks;

I. SSC or equivalent level Marks

858/1100 or 78%

II. FSc Marks or equivalent level marks

870/1100 or 79%

III. KMU-CAT Entrance Test Marks

160/200 or 80%

Merit will be calculated as follows;

%age mark	Weightage	=	Weightage	Factor Marks
a. SSC 10%	=	78x0.1	=	7.80
a. FSc. 50%	=	79x0.5	=	39.50
b. Entrance test 40%	=	80x0.4	=	32.00
Merit score of the candidate	=	a+b+c = 7.8+39.5+32	=	79.3

Final calculation in percentage will be rounded up to two decimal points.

Adjustment Of Marks

The following marks will be added In the total marks of F.Sc. obtained by the candidate in order to calculate the adjusted marks.

Ten(10) marks will be added to F.Sc. marks of a candidate who is Hafiz-e-Quran on the recommendation of committee for Hafiz-e-Quran.



How to Apply?

Applications forms for admission will be available at PICO website (www.pico.org.pk) within the announced dates.

Timings:

From Monday – Friday 08:30 am to 02:30 pm

Completed forms along with all the required documents must be submitted within the dates and timing announced in admission advertisement.

Required Documents:

Complete applications should be submitted with attested copies of the following documents:

- Matriculation certificate
- Intermediate certificate
- Academic certificate of F.Sc (Pre-medical) /F. Sc. Ophthalmic Technology or equivalent for overseas students
- Domicile Certificate
- 04 passport size photographs (White Background)
- Photocopies of CNIC / Form B / Passport (In case of overseas students)



Tuition Fee & Other Charges (BS Optom)

For National Students (Open Merit)

S.No	Particulars	1 st (PKR)	2 nd (PKR)	3 rd (PKR)	4 th (PKR)	5 th (PKR)	6 th (PKR)	7 th (PKR)	8 th (PKR)	Grand Total (PKR)
1	Admission fee	20,000	---	---	---	---	---	---	---	20,000
2	Tuition fee	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	4,00,000
3	University Registration fee	25,00*	---	---	---	---	---	---	---	25,00*
4	University Retention fee	3,000*	---	3,000*	---	3,000*	---	3,000*	---	12,000
5	Private Fund:									
	Library Membership Fee	1,000		1,000		1,000		1,000		4,000
	Documents Verification Fee	500								500
	Sports Fee	700		700		700		700		2,800
	ID Card	200		200		200		200		800
	Midterm Exam Fee	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	24,000
	Security (Refundable)	5,000								5,000
Total (PKR)		85,900	53,000	57,900	53,000	57,900	53,000	57,900	53,000	4,71,600

Note:* Any changes in fee is subject to changes in policy of Khyber Medical University.

For Overseas / Foreign Students

S.No	Semester	1 st (US \$)	2 nd (US \$)	3 rd (US \$)	4 th (US \$)	5 th (US \$)	6 th (US \$)	7 th (US \$)	8 th (US \$)	Grand Total (US \$)
Total (Lump sum including all institutional cost):										
(For Sponsored)		1800	1600	1600	1600	1600	1600	1600	1600	13,000
(For Non Sponsored)		900	800	800	800	800	800	800	800	6500

* Those students who get admission on foreign seats will deposit their fee from overseas foreign banks.

**MPH (Community Eye Health)
02- Years Program**



Introduction to the Master in Public Health (Community Eye Health)

Scope of MPH (CEH) program

Current Status of Public Health Education in Pakistan and other developing countries.

- Global vision 2020 identified human resource development as one of its priorities in public eye health.
- National program for eye health in Pakistan indicated the need for public health specialists (community eye health), to manage various eye care program at national, provincial and district level (integrated into primary health care).
- This MPH (CEH) program endeavors to fulfill the needs and demands of Pakistan and other countries in educating and training of human resource in Public Health.

Aims and Objectives

The MPH (CEH) degree is designed to prepare students to address the broad mission of public health, defined as “enhancing health in human populations through organized community efforts, utilizing education, research, and community service”.

- To introduce the candidates to the magnitude, causes and distribution of burden of various

diseases including blindness & visual impairment in the world, region, country, province and district.

- To introduce them to the study of the health system in district / Province / Country and identify the issues in the optimum functioning of the health system.
- To enable them to plan, implement, analyze and interpret different epidemiological studies for need assessment of burden of diseases with their causes including blindness, visual impairment and other eye ailments.
- To introduce them to the concept of different level of health care including primary health care, primary eye care and the integration of Primary Eye Care into Primary Health Care.
- To enable them to plan, implement, monitor and evaluate health / eye care activities at primary, secondary and tertiary levels.
- To enable them to help clinicians in relevant epidemiological research.
- To enable them to understand the foundation of health promotion practice and their philosophical and value base.
- To enable them to develop educational material relevant to health promotion and prevention of disease.

- To introduce them to the concepts of rehabilitation in individuals who are suffering from disability including irreversible blindness, at all levels.
- To enhance their managerial skills in order to improve the health care ensuring patient safety.

Curriculum outline for MPH (CEH)

The course will be spread over two years with 60 Credit hours of study.

Year one: will constitute taught courses in the forms of various teaching modules of 48 credit hours.

Year Two: will constitute an assignment and dissertation written under supervision at their own workplace equal to 12 credit hours each.

MODULE	COURSE CODE	TOPICS	DURATION	CREDIT HOURS
1	701	Introduction to Community Ophthalmology and Prevention of Blindness	1 week	1.5
2	702	Introduction to Basic Epidemiology	2 weeks	3
3	703	Qualitative Research	1 week	2
4	704	Participatory Rural Appraisal (PRA)	1 week	2
5	705	Health Systems Research	1 week	2
6	706	Bio-Statistics	1 week	2
7	707	Rapid Assessment Techniques in Eye Health Care	1 week	2
8	708	Population Based Survey	4 week	3
9	709	Human Resource Development for eye care	1 week	1
11	711	Basic Principles of Medical Anthropology	1 week	1.5
12	712	Health Promotion and Education	2 week	3
13	713	Communication Skills	1 week	2
14	714	Health Policy & Planning for health care	1 week	2
15	715	Planning and Management in eye care	1 week	2
16	716	Introduction to Childhood Blindness	1 week	2
17	717	Nutritional Deficiency & Xerophthalmia	1 week	2
18	718	Ophthalmia Neonatorum	1 week	1.5
19	719	Refractive error, low vision, squint and amblyopia in children (<i>Childhood diseases</i>)	1 week	2
20		Visit to different Eye Care Programs	1 week	2
21	720	Adult Eye Diseases	2 week	2
22	721	Communicable Eye Diseases and Tropical Infections	2 week	2
23	722	Microbiological basis of infections in ophthalmology and their control (Communicable eye diseases and tropical infections)	1 week	1.5
24	723	Chronic Non Comm. Diseases (CNCD)	1 week	2
25	724	Rehabilitation of Visually Disabled	1 week	2
26	725	Assignment	6 months	6
27		(Individual Research Project)	6 months	6
Total				60

Examination and Methods of Assessment

The students are evaluated during each course on the basis of the following:

1. Continuous assessment which includes short quizzes, tests, class and home assignments, class participation, interactive discussions, practical exercises and / or group work depending on the course outline. These assessments will be weighted as 20% towards the total grade for the course.
2. Examination Evaluation
 - i. Mid Term Exam 20%
 - ii. Assignment / Practical 10%
 - iii. Final Exam 70%Total 100%

Seats Distribution

Course is open for candidates from all over Pakistan and overseas. Maximum intake 10 students per year.

Eligibility Criteria:

All the candidates applying for admission in MPH (CEH) course must fulfill the following requirements:

1. MBBS or equivalent or BDS/ BVS (04 Years program)
2. One year house job in case of MBBS/BDS
3. One year practical experience for applicants with degree of BVS.
4. Valid PM&DC registration or Doctors

How to Apply?

Applications forms for admission will be available at PICO website (www.pico.org.pk) within the announced dates.

Timings:

From Monday – Friday 08:30 am to 02:30 pm
Completed forms along with all the required documents must be submitted within the dates and timing announced in admission advertisement.

Required Documents:

Complete applications should be submitted with a set of copies of the following documents:

- Matriculation certificate
- Identity card
- FSC. (Pre-Medical)
- 01 passport size photograph (White Background)
- Final degree MBBS/BDS/BVS/equivalent certificate
- Professional resume (preferably one page)
- Academic certificate of MBBS/BDS/BVS / equivalent showing marks obtained / total marks for all professional examination.
- Experience certificates
- Migration certificate if last degree is from a different University (after confirmation of admission)

Tuition Fee & Other Charges for MPH (CEH):

For National Students

S.#	Particulars	1 st Semester (PKR)	2nd Semester (PKR)	3 rd Semester (PKR)	4 th Semester (PKR)	Total for 04 Semesters (PKR)
1	Admission Fee	10,000	---	---	---	10,000
2	Tuition Fee	30,000	30000	30000	30000	120,000
3	University Registration Fee	2500*	---	---	---	2500*
4	University Retention Fee (Annual)	15,000*	---	15,000*	---	30000*
5	Private Fund:					
	Field Visit & Research Work		10,000	---	10,000	20,000
	Library Membership Fee	1000		1000		2,000
	Sports	700	---	700	---	1400
	ID Card	200	---	200	---	400
	Security (Refundable)	5000	---		---	5000
	Mid Term	4000	4000	4000	4000	16000
	Computer Lab Fee	---	5000	---	5000	10000
	Thesis Fee	---	---	---	10000	10000
Total (PKR)		68400	49,000	50900	59000	2,27,300

Note: * Any changes in fee is subject to changes in policy of Khyber Medical University.

For Overseas / Foreign Students

Total	1 st Semester (US \$)	2nd Semester (US \$)	3 rd Semester (US \$)	4 th Semester (US \$)	Total for 04 Semesters (US \$)
	1800	1600	1600	1600	6600

* Those students who get admission on foreign seats will deposit their fee from overseas foreign banks.

A group of people, including men and women wearing hijabs, are seated around a large, curved wooden conference table in a meeting room. The room has a drop ceiling with recessed lights, a projector mounted on the ceiling, and a portrait on the wall. The participants are engaged in a discussion, with some looking at documents or laptops. A purple text box is overlaid on the bottom right of the image.

M. Phil (Vision Sciences) 02-Years Program



Introduction

The key purpose of the M.Phil in Vision Sciences is to provide optometrists with up-to-date research-based clinical and theoretical knowledge particularly in optometry. Emphasis is placed on 'shared-care' or 'co-management' of patients with other medical disciplines and expansion of the optometrist's role in ocular therapeutics.

The program integrates clinical and theoretical knowledge, making extensive use of expert practitioners. The program enables optometrists to continue development and accumulation of knowledge and expertise relating to ocular health care and research in vision sciences during their professional career.

The overall objective of the M. Phil is to provide postgraduate education which:-

1. Is underpinned by Clinical practice and research
2. Integrates the development of scientific/theoretical knowledge and clinical skills
3. Enables students to contribute to the development of their profession
4. Enables individuals to practice safely by affirming:
 - An appropriate level of competence
 - A level of self-awareness that encourages recognition by a practitioner of his/her own limits
 - The knowledge to meet likely future developments in optometric practice

Curriculum Outline for M.Phil Vision Sciences

SEMESTER 1			YEAR 1		Credit Hour	
S.No	Code	Course	Theory	Practical	Total	
1	MVS 611	Pathophysiology of Ocular Diseases I	2	1	3	
2	MVS 612	Binocular Vision and Clinical Neurology	3	1	4	
3	MVS 613	Advanced Clinical Optometry	2	2	4	
4	MVS 614	Research Methodology I	2	0	2	
Total			9	4	13	
SEMESTER 2						
S.No	Code	Course	Theory	Practical	Total	
1	MVS 621	Pathophysiology of Ocular Disease 2	2	2	4	
2	MVS 622	Research Methodology II	2	0	2	
3	MVS 623	Public Health Optometry and Professional Ethics	2	0	2	
4	MVS 624	Advanced Ophthalmic Investigations and Technology	2	2	4	
Total			8	4	12	
SEMESTER 3			YEAR 2		Credit Hour	
S.No	Code	Course	Theory	Practical	Total	
1	MVS 711	Advanced Ophthalmic Investigations and Technology	2	2	4	
2	MVS 712	Research Methodology III	2	0	2	
3	MVS 713	Advanced Contact Lens Management	3	1	4	
4	MVS 714	Rehabilitation of Partially Sighted	3	1	4	
Total			10	4	14	
SEMESTER 4						
S.No	Code	Course	Theory	Practical	Total	
1	MVS 721	Research Dissertation	-	-	6	
Total					6	
Grand Total					45	

Examination and Methods of Assessment

The students are evaluated during each course on the basis of the following:

1. Continuous assessment which includes short quizzes, tests, class and home assignments, class participation, interactive discussions, practical exercises and / or group work depending on the course outline. These assessments will be weighted as 20% towards the total grade for the course.

2. Examination Evaluation

- i. Mid Term Exam 20%
- ii. Assignment / Practical 10%
- iii. Final Exam 70%

Total 100%

Duration:

The M.Phil Vision Sciences is 02 years full time study course.

Seats Distribution

· Khyber Pakhtunkhwa	07
· Other Provinces	02
· Overseas / Foreign	01
Grand Total	10

Note: If candidates are not available for any reserved seats they will be converted to open merit seats.

Eligibility Criteria

All the candidates applying for admission in M. Phil Vision Sciences must fulfill the following requirements:

- Bachelor of Vision Sciences (4 years degree program) qualification from HEC recognized university = 50%
- Internal entry test = 25%
- Interview marks = 20%

- Research Publication in the relevant field as follows
= 05% (max. marks 05)
 - a) 1st Author 02 marks per paper
 - b) 2nd Author 01 marks per paper
 - c) 3rd Author 01 marks per paper

How to Apply?

Applications form for admission will be available at PICO website (www.pico.org.pk) within the announced dates.

Timings:

From Monday Friday 08:30 am to 02:30 pm
Completed forms along with all the required documents must be submitted within the dates and timing announced in admission advertisement.

Required Documents:

Complete applications should be submitted with attested copies of the following documents:

- Final degree BVS /equivalent certificate with transcript
- National Identity card
- 01 passport size photograph (White background)
- Migration certificate if previous degree is from different University

Note: Application will be considered incomplete if any of the above documents is missing.

Tuition Fee and Other Charges

For National Students

S.#	Particulars	1 st Semester (PKR)	2 nd Semester (PKR)	3 rd Semester (PKR)	4 th Semester (PKR)	Total for 04 Semesters (PKR)
1	Admission Fee	20,000	---	---	---	20,000
2	Tuition Fee	50,000	50,000	50,000	50,000	200,000
3	University Registration Fee*	1800*	---	---	---	1800*
4	University Retention Fee (Annual) *	25,000*	---	25,000*	---	50,000*
5	Private Fund:					
	Library Membership Fee	1000		1000	---	2,000
	Sports	700	---	700	---	1000
	ID Card	200	---	200	---	400
	Midterm Exam Fee	4000	4000	4000	---	12000
	Security (Refundable)	5000	---	---	---	5000
	Thesis Supervision Fee	---	---	---	10000	10000
6	Field Visits & Research Work	---	---	10000	10000	20,000
Tota(PKR)		107,700	54,000	90,900	70,000	322,600

Note:* Any changes in fee is subject to changes in policy of Khyber Medical University.

For Overseas / Foreign Students

Total	1st Semester (US \$)	2nd Semester (US \$)	3rd Semester (US \$)	4th Semester (US \$)	Total for 04 Semesters (US \$)
	2000	1800	1800	1800	7400

* Those students who get admission on foreign seats will deposit their fee from overseas foreign banks.

EXTRA-CURRICULAR ACTIVITIES

PICO staff & Students participated in talks, poster and quiz competition in 16th Kyber EyeCon 2025 at Sareena Hotel Peshawar.(Feb, 2025)



World Glaucoma Week 2025 Celebration
Awareness walk



Free eye screening camp



Awareness raising activity at public spots by PICO students





Professor Muhammad Daud Khan Legacy Award



Sports Week 2025



Academic Policy

Academic Policy

- A course file for each program is maintained in the Institute . Before the beginning of the classes, each teacher will submit a course plan, including topics to be taught each week, the number of assignments and quizzes, and the distribution of marks. Complete record of the course will be maintained and submitted by the teacher on monthly basis, including attendance topics covered, home assignments etc. The course director will review course files periodically to ensure that course plans have been followed faithfully.
- The Institute will retain the original documents of the students for the whole duration of the course. These will be returned to the student either on completion of the course or in case the student wishes to leave the Institute in the middle of the course.
- Applications and photocopies of the academics documents will not be returned to the unsuccessful candidates.
- A student must have attended at least 75% attendance in a course in order to be allowed to sit in the Final Examination.
- Each course is assigned a Lecturer or Assistant Professor for grading assignments and quizzes, taking tutorial classes for weak students, and in general, helping the teacher in conducting the course.
- Candidates from all over Pakistan / other countries are welcome to apply.
- Govt. employees must apply through proper channel.

Rules Regarding Payment of Fees / Fine for Students

1. All fee and dues of the first semester must be paid within 10 days of grant of admission, otherwise his/her admission will be cancelled and seat will be offered to the next candidate on merit list. For subsequent semesters fee and dues if not paid within 15 days of start of semester a fine of Rs. 50 per day will be imposed. If the student fails to pay his/her fee and dues within 60 days, his/her name will be struck off from the institution.
2. In case, the student want to continue his / her studies he / she will apply for re-admission in the same semester. Subject to approval of Admission Committee, he / she have to deposit full admission fee for that semester.
3. Fines once levied will not be condoned.

Rules Regarding Refund of Tuition Fee

Tuition Fee Refund Policy (As Per HEC Rules)

Percentage of Tuition Fee	Timeline for Semester System	Timeline for Annual System
Full 100% fee refund	Upto 7 th day commencement of classes	Upto 15 th day of commencement of classes
Half 50% fee refund	From 8 th to 15 th day of commencement of classes	From 16 th – 30 th day of commencement of classes
No fee 0% refund	After 16 th day of commencement of classes	From 31 st day of commencement of classes

1. Percentage of fee shall be applicable on all components of fee, except for security and admission fee, which will be fully forfeited.
2. Time line shall be calculated continuously, covering both weekdays and weekend.

All late admission cases (Admission offered after commencement of classes). The days for fee refund shall be counted the date of admission as per above table.

Examination Rules

- a. In each semester, students are required to appear in quizzes, mid-terms, final Examination, gives presentation, participate in group discussion, and submit projects / assignments / laboratory reports, where ever applicable. These will have different weightage contributing towards the overall assessment in percent marks and be determined by the teacher / instructor concerned, according to Regulation 8 of the KMU semester system regulations.
- b. In case a student joins a course after it has started, he / she shall be responsible for any missed quizzes, assignments and lectures. The marks in missed quizzes etc. shall be considered zero while make-up tests, assignments, projects and labs can be arranged in consultation with the institution.
- c. There are no Supplementary / Special Examination in the Semester System; if a student fails in a course; he / she is required to repeat the whole semester.
- d. In case a student repeats the course which has already been taken, the old grade will be substituted with the new grade, (for CGPA calculation) and both the grades will reflect on his / her transcript, i.e. old course grade and new course grade.
- e. Students shall be responsible to meet the requirements and deadline published for each semester in the academic calendar of the university. Students will also be expected to know and adhere to the rules, regulations, course loads, prerequisites, and policies of the university, as well as those of the institute in which they are enrolled.
- f. Minimum attendance in a course required to be eligible for final exams is 75%.
- g. If a student fails to attend any lecture during the first four weeks after the commencement of the
- h. Semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.
- i. Research Project / Thesis if applicable for any program is of six credit hours and its Weightage is included in Final Semester.
- j. Student has to submit the final copy of his / her thesis duly approved by his / her supervisor to the Examinations Section of the University, within 40 days after the last paper of Final Term Examination.

Terminology Used:

A. "Academic Calendar" means a written academic activities schedule as provided under Regulation 4(2) of the KMU Semester system regulations.

b. Conduct of Semesters: There shall be two regular semesters in an academic year. Each semester will be spread over 18 weeks with inclusion examinations i.e.;

I. Spring Semester: February June

II. Fall Semester: September January

c. "Credit Hour (C.H)" means one hour lecture per week per semester.

d. "Cumulative Grade Point Average (C.G.P.A)" means cumulative grade point average as provided under Regulation 10(4) of the KMU Semester system regulations.

e. "Grade Point Average (G.P.A)" means a grade point average as provided under Regulation 10(3) of the KMU Semester system regulations.

f. "Summer Session" means a special semester offered by the institute as the case may be, to meet the credit hours deficiencies or courses deficiencies during summer vacations.

Institutional Rules

1. Students are required to attend at least 75 percent of the lectures/seminars/tutorial and clinical classes each year, failing which his/her name, shall not be forwarded to the controller of examination, of the University for Purpose of appearing in the concerned examination. It applies also to students who are readmitted after failing in Annual and Supplementary examinations.

2. The margin of twenty-five percent of absence in theoretical / lecture, practical classes and demonstrations and in hospital practice is intended to cover absence only on account of sickness or special emergency considered justifiable by the Director. A written application should be sent to the Director by the student or his / her parent or guardian, reporting his / her illness or cause absence along with medical certificate in case of illness. Students will be marked absent / ineligible for university exams if his / her overall attendance is below 75 % even in the presence of a medical certificate.

3. Students of third & fourth year are required to continue clinical practice in the hospital during vacations according to the schedule given to them by the Institute.

4. All the trainees who are required to attend OPD / Eye Ward / OT since 8:00 am have to get their attendance marked at PICO before leaving for the clinical work. If any student is found absent from the clinical department during working hours, he/she will be marked absent for the entire day. A warning will be issued or an explanation will be called from students if found absent continuously for three days.

5. No students are allowed to leave the lecture room, practical class or a hospital ward without the permission of his/her teacher or until the teaching session ends.

6. Students are expected to respect the individual rights of others during their stay in the institute. Specifically, strict action will be taken if any student is found involved in harassment and discrimination against any other student.

1. Students must carry their own instruments with them during their practical placements & are not allowed to use Hospital equipment without permission. Students will be fined for Rs. 100 if found without his /her instruments required for clinical practice during training on the clinical side.
2. Students are not allowed to play any unauthorized game in the premises of the institute / hospital at any point of time.
3. Outsiders are not allowed in the institute at any point of time without prior permission of the administration.
4. Students are liable to pay for any damage to institutional / hospital property intentionally or unintentionally. In case, of intention damage students may be punished by the Director accordingly in addition to the replacement of the damage.
5. Students are required to take prior appointment if they wish to meet the faculty members / In-charge Course / Deputy Director / Director in person.
6. It is desirable for students to engage themselves to reasonable extracurricular activities such as sports and literary during leisure time only.
7. Students are not allowed to address any press conference or write to the press on the political or related subject or matters concerned directly with the administration of the institute, university or any government or educational institution in Pakistan or abroad during their stay at the institute.
8. Students are not allowed to display posters or banners of any kind without approval of the Director during their stay at the institute.
9. Students are not allowed to setup societies / groups on any basis and or hold meetings within the premises of the institute / hostel during their stay at the institute.
10. Any complaints from the students shall be dealt with accordingly by the concern course in-charge. It will be his / her decision to consult disciplinary committee and or inform higher authorities depending on the seriousness of the issue. Final decision will be taken by the Director of the institute.
11. The decision of the extreme penalties such as permanent expulsion / rustication from the institute will be taken by the academic council.
12. Students will be struck off from the institute roll automatically if they are found absent for 04 weeks without any application.
13. A Student will be marked absent in absence of application / medical certificate. Rupees 50 will be charged from the student as fine for each absentee he / she makes.
14. Scholarships of students selected on open merit will be canceled if found absent from the course for two continuous weeks.
15. Students are not permitted to stay in the lecture rooms after prescribed hours of lectures.
16. Students are not allowed to carry any kind of weapons in the institute / hospital.
17. Students are not allowed to use / possess narcotics during their stay at institute. Any student found in possession of or using narcotics or fire arms will be expelled from the institute / hostel immediately. In case of any complaints / suspicion hostel rooms and students belonging can be searched without prior notice.
18. Parents / Guardians are expected to co-operate with the authorities of the institute in maintaining discipline in the institute.

The Tutorial System

The object of the tutorial group system is to promote mutual well-being and understanding between the students and the faculty of the institute. Each tutorial is to look personally in to all the difficulties of students (individually) and to report to the Director of the institute for opinion and advice, if required. For this purpose:

- i. The Students are divided into groups, each group being made up of an equal proportion of students from each year.
 - ii. The faculty members are assigned the duties of tutors.
 - iii. Students once placed in a group in their 1year will remain in the group until he/she leave the institute.
- Under no circumstances transfer of a student from one group to another will be permitted.

- i. The group will meet twice in each semester or on the demand of the students as occasion arises.
1. A class representative is selected by the students at the beginning of the each academic year. The role of the Class Representative is to take care of student's academic problems and communicate it to the relevant course in-charge.
2. All accidents, including minor ones have to be reported to the teacher faculty member concerned.
3. Absentees would be sent to the Course In-charge who may impose fine and take appropriate action.
4. Late comers by 10 minutes of the class initiation may be marked absent.
5. The Institute administration holds the right to expel a student at any time if not satisfied with his/her conduct or character during the course.

Uniform Policy

The institute follows strict uniform policy and students are required to wear white coats over their uniforms while attending Lectures, examination halls and the hospital.

Female Students Uniform: Gray Shirt, White Shalwar, White Dupatta, Black Shoes, neat and clean specified white long overall up to knee length and Navy Blue sweater/ blazer.

Male Students Uniform: White Shirt, gray trouser, black shoes, neat and clean specified white long overall up to knee length and Navy Blue sweater.

TIMING

The Institute timings are from 8:00 AM to 3:00 PM on all working week days (Monday-Friday)

VISITORS

Visitors are not allowed during working hours i.e. classes/practical/wards etc. However parents/guardian can meet concerned staff on prior appointment.

Admission Policy

Admission Policy

1. All the courses are advertised through 02 National newspapers (English & Urdu). Simultaneously the courses are also advertised on PICO website.
2. All the applicants are required to submit completed applications on the prescribed forms within 15 days of the advertisement.
3. Application forms along with prospectus are made available on PICO website (www.pico.org.pk) from the day of advertisement.
4. Incomplete applications are not considered for admission.
5. Students are required to appear in KMU-CAT test, if they are applying for the course of BS Optom/ Doctor of Optometry (OD).
6. Students are required to appear in Entry Test for the courses of MPH (CEH), MPH (General) and M. Phil Vision Sciences.
7. Short listed candidates have to appear in an interview for aptitude testing.
8. Special interviews / tests / physical examinations are arranged for students applying on special seats i.e. Hafiz e Quran & disabled.
9. Possession of valid domicile certificate:
 - i) The candidate must possess a valid domicile certificate of concerned area.
 - ii) The domicile certificate once submitted with the entrance test form cannot be changed and shall be considered as final.

Seats for Disabled Candidates for All Courses

The disabled candidates selected by the "Disability Committee" with a valid domicile of Khyber Pakhtunkhwa/FATA fulfilling all the other criteria for admission to PICO can apply on these seats.

To be considered on open merit as well as disabled candidates seat, the candidates must apply against both the categories. However, it will be the choice of the candidate to avail open merit or disabled seat.

The disabled candidates are required to provide a registration certificate from the Social Welfare Department Government of KP, Stating that;

- He/ She is a disabled candidate, but
- He/she is mentally fit and physically able to carry out his/her studies and can perform professional duties after qualifying.

The disabled candidate will be required to produce a certificate from a Govt. certified specialist as per attached Proforma in the prospectus as per specimen. Such certificate will only make him/her eligible to apply against the reserved seats for disabled.

A Medical Board constituted by Director PICO will make final decision about the suitability of the candidate for admission against the reserved seats.

Eligibility Criteria for Disability for All Courses

- a. Disability for the purpose of admission to Medical and Dental Colleges in KP is defined as that degree of physical impairment which puts the candidate at disadvantage as compared to a normal person for acquiring education before entering PICO, but otherwise is capable of performing his/her duties satisfactorily as student and later on as a Professional. The terms "severely disabled and comparison of disabilities" are not

- i. A severely disabled person is ineligible.
- ii. Disease/ disabilities affecting different organ systems are in no way comparable.
- b. The disability shall be of permanent nature.
- c. The candidate shall be declared disabled by the Medical Board for disabled candidates.
- d. The Medical Board will issue a certificate of disability.
- e. In case of any dispute regarding the decision of Medical Board, an appeal should be made within 48 hours before the Appellate Medical Board. The decision of the Appellate Medical Board shall be final.
- f. Selection against these seats will be done by PICO Admission Committee on merit from amongst the certified disabled candidates.

Medical Board to Examine the Disabled Candidates

1. Medical Specialist
2. Surgical Specialist
3. ENT Specialist
4. Eye Specialist
5. Orthopedic Specialist
6. Psychiatrist
7. The Chairman Admission Committee may co-opt any specialist relevant to the disability as member, on need basis:

a) Appellate Medical Board for Disabled Candidates: In case of any dispute regarding disability, an appeal should be made within 48 hours to the Appellate Medical Board. The Appellate Board will comprise of the serving/ retired Professors of all the concerned specialties and will be constituted by the Chairman PICO admission committee. The decision of the Appellate Medical Board shall be final, after approval of Chairman PICO admission committee.

8. Students applying on Ex-FATA (Merged Areas) or other backward areas / AJK, Gilgit Baltistan will have to produce location certificate from their respective Deputy Commissioners / Political Agents.

a) Criteria of Eligibility for Ex-FATA (Merged Areas) Reserved Seats:

These seats are reserved for the Ex-FATA areas of the Province of Khyber Pakhtunkhwa. The Ex-FATA (Merged Areas) are identified as Khyber District, Kurram District, Mohmand District, North Waziristan District, South Waziristan District; Malakand District included protected areas (Swat Ranizai and sam-ranizai) & Bajaur, Tribal area attached to Peshawar, Kohat and Hazara Division & Shirani Area.

To be considered on open merit as well as quota seats, the candidates must apply against both categories through separate admission forms. However, it will be the choice of the candidate to avail open merit or Ex-FATA (Merged Areas) area seat.

The candidate must fulfill the following criteria;

- 1) Possess valid Ex-FATA (Merged Areas) domicile certificate.
- 2) His/her father must possess a valid domicile of Ex-FATA (Merged Areas). In case father of the candidate is not alive then the mother's valid domicile of Ex-FATA (Merged Areas) will be considered.
- 3) Fulfill all other criteria laid down for admission in Pakistan Institute of Community Ophthalmology (PICO).

b) Criteria of Eligibility for Backward Areas of Khyber Pakhtunkhwa:

These seats are reserved for the backward areas of the Province of Khyber Pakhtunkhwa. The backward areas are identified as Upper & Lower Dir, Chitral, Kohistan, Gadoon Area in Swabi District, Haripur District i.e. Kalanjar Field Kanungo Circle of Tehsil Haripur and Amazai Field Kanungo Circle of Tehsil Ghazi, Merged Area of Hazara&Mardan Division and upper Tanawal, Swat District, Buner District, Torghar District & Shangla District.

To be considered on open merit as well as quota seats, the candidates must apply against both categories through separate admission forms. However, it will be the choice of the candidate to avail open merit or backward area seat.

The candidate and his/her father must be having a valid domicile certificate of the backward area against which he/she is submitting the application and if father is not alive then the mother's valid domicile of the backward area will be considered.

1) The candidates must have obtained education from class-I till Matric (complete Sessions) including SSC with Science from institutes within the concerned backward areas of Khyber Pakhtunkhwa and have passed examinations from the same institutes provided such facilities exist in the area.

2) Where there are no high schools or colleges available or the facility for teaching science subjects does not exist, candidate must have obtained their primary and middle education from the respective backward area and obtained their SSC (science) within the district of domicile.

3) In case of non-existence of school non-availability of the facility for teaching science subjects, the candidates have to provide a solid proof in the form of a certificate (as per specimen annexed) duly verified by the concerned EDO education and countersigned by the concerned DC of the concerned district.

4) In case of non-availability of candidates fulfilling the above mentioned criteria, the selection will be made on merit from amongst the candidates on the basis of domicile of the concerned backward area.

a) Seats for AJK, Gilgit Baltistan & Baluchistan (For OD/BVS/OTC Course Only): One seat each is reserved for candidates of Azad Jammu & Kashmir, Gilgit and Baltistan and Baluchistan. The candidates have to produce a valid domicile certificate. Admission is purely on merit amongst the candidates from Gilgit Baltistan & Baluchistan. Rest for the criteria remains the same. Admission process is considered completed on the last date of admission announced by the institute:

1) The selected candidate has submitted an acceptance letter. The selected candidate has submitted the standard affidavit.

2) All the students have to submit their dues according to the fee structure and schedules given in the prospectus.

3) The selected candidates are strongly advised to visit our website (<http://www.pico.org.pk>) regularly.

2. Overseas students must apply on the prescribed procedures are as under:

i. Seats for Overseas Students: These Seats are for applicants who hold a valid Foreign Nationality. One of the parents of the applicant should also hold a valid Foreign Nationality. The applicant should fulfill admission criteria laid down by Higher Education Commission, Government of Pakistan, Islamabad, and the admission criteria of PICO.

ii. The student has to bring the original documents for the admission for verification at the time of interview. Limited number of scholarships is available on merit basis.

i. International Students: International students should apply through their respective embassies and should keep in mind the fact that the processing of their application may take longer than the expected time.

Procedure for Admission of Overseas Students

1. Qualification: Equivalent Education qualification as for National students recognized by HEC.

2. A complete set of official transcripts of academic record in institute, graduate school, and/or professional schools, with certification of degrees conferred, courses taken and grades received.

3. A statement of objectives, summarizing past education, training and experience, as well as interests and future aims is required. A curriculum vitae and list of publications, if any, should be included with the application form.

4. All overseas students have to follow the regulations of Inter Board Committee of Chairmen (IBCC)

<http://www.ibcc.edu.pk/> of Pakistan in seeking admission at Pakistan Institute of Community Ophthalmology and have to follow the following steps:

- ✓ Overseas student seeking admission in Pakistani University/Degree Awarding Institution has to apply for admission direct to the concerned university/institution and get the letter of confirmation of admission.

- ✓ University will send a copy of admission letter to IBCC and HSC

- ✓ IBCC to confirm and endorse admission to Ministry of Interior

5. Student must approach the Pakistani mission abroad for the visa and submits the following documents:

- ✓ Application Form (Student Visa Form)

- ✓ Photocopy of passport

- ✓ Photograph

- ✓ Educational Documents

- ✓ Admission letter of university / institute

6. The Pakistani High Commission in the respective countries forward all the documents to Ministry of Foreign Affairs Islamabad for further processing.

7. Ministry of Foreign Affairs forwards all documents to Ministry of Interior for security clearance

- ✓ Copy to Ministry of Education/Health

- ✓ Copy to IBCC

Admission Cancellation Policy:

In case a student want to cancel/ leave the course before completion will pay next two semester fee as a penalty to the institute.

Admission of the candidates will be cancelled if

- i. It is found at any stage of course that the candidate was not entitled for admission according to the PICO admission policy.
- ii. Candidate is found medically unfit at any stage of course.
- iii. Candidate fails to report for admission and fail to deposit the fee within due period.
- iv. Any document, information provided by a candidate is found false / fake or fabricated at any stage of course.
- v. It is found that candidate was not entitled for admission in preference to the other candidates who applied for admission at any stage for any course.
- vi. All the selected candidates are to get their admission done on the schedule date. If a candidate fails to do so, he / she shall be taken as “not interested” and his / her seat shall be automatically offered to the next candidate on merit list.

Attested Documents Required with Application Form

Applicants must attach attested photocopies of the following certificates and documents with the application forms. The documents and certificates must be attested by Gazetted Government servant. The stamp of the officer must bear his/her full name, designation and current place of duty.

1. Matriculation certificate and DMC
2. Intermediate certificate & DMC
3. A copy of Hafiz-e-Quran certificate if the candidate claims to be Hafiz-e-Quran.
4. A copy of Computerized National Identity Card of the applicant OR A copy of Form B.
5. A copy of Computerized National Identity Card of the father of the applicant if the father is not alive, a copy of the National Identity Card of the mother or guardian.
6. Migration certificates (After confirmation of admission).
7. Domicile certificate / Passport Nationality
8. Final degree MBBS/ BDS / BS Optom / OTC / equivalent certificate along with transcripts. HEC verified Testimonials.
9. Academic certificate of MBBS / BDS / BS Optom/ equivalent transcript. If any incase of MPH (CEH) / MPH (General) / M. Phil Vision Sciences.
10. 04 passport size colored photographs with white background of the applicant attested on the back.
11. NOC for in-service Candidates.

Important Note:

1. Photocopy of admission form is not acceptable.
2. All applicants must appropriately fill and sign the admission form and undertaking.
3. Incomplete/not properly filled form in any respects shall be rejected. Avoid rewriting / cutting, while filling the form.

4. Applications should reach office of the PICO on or before the closing date and time.
5. Applications received after the due date and time will not be entertained for admission.
6. Applicant must study the Admission Policy and the prospectus in order to understand rules and Regulations regarding admission procedure, distribution of seats, examination/tuition fees etc.
7. The domicile, DMC of FSc. (Pre-Medical/Equivalent Examination, SSC and other certificates once submitted with the entry test form cannot be changed and shall be considered as final.
8. Revision of result or improvement of marks by the board/IBCC after the finalization of merit list shall not affect the merit list of admission of current year in any way. All the above mentioned certificates issued after the dates fixed for receipt of application forms shall not be entertained.
9. Application forms with any false statement by the candidate will be rejected.
10. If any certificate submitted by the candidate is found false, or forged during his/her admission shall be cancelled forthwith and he/she shall be blacklisted for admission to any professional colleges in Khyber Pakhtunkhwa. Further legal action can be taken against the student under the existing criminal laws.
11. Undertaking on judicial stamp paper or Rs. 50/- duly attested by notary public/Political Agent as per specimen given in the prospectus/admission form (After confirmation of admission).

Undertaking & Affidavits

PART 1

Every student and the parent /guardian or the student at the time admission i to the insstit e shall give the following undertaking.

UNDERTAKING /AGREEMENT

(To be filled by the candidate on Judicial Bonds Rs. 50/- and duly attested by the Political Agent /First Class Magistrate)

I Mr. /Miss _____ Son/Daughter _____

Resident of _____

do hereby solemnly undertake to abide by the following.

- i. That I have read the Admission policy for Pakistan Institute of Community Ophthalmology and Prospectus.
- ii. That the information furnished in, and documents attached with the application form are correct, and I fully understand that at any time during course of study, if it is found that any information is incorrect or any documents produced at the time of admission are fake, which would have rendered me ineligible for admission under the rules, my name shall immediately be struck off from the Institute and the Institute would be at liberty to initiate legal proceedings against me.
- iii. That I shall, in case my name is struck off under clause (ii) above, not be entitled claim refund of any fee paid by me. In addition I shall pay to the Director as liquidated damages@upcoming two semester fee of my studies in Pakistan Institute of Community Ophthalmology.
- iv. That I shall have minimum attendance of 75%,diligently apply myself to acquire and develop the skill necessary for the practice and advancement of my study in order to qualify for the examination and will not be promoted to the next higher class unless cleared all the subject.
- v. That I shall maintain identity as a student of the institute by wearing institute uniform. I shall participate fully and whole-heartedly in games and co- curricular activities.
- vi. That I will not indulge in politics of any type and will not be a member of any political party / organization student federation and holding a gathering, meeting or taking out procession in any part of Campus, I understand that my failure to observe this clause of undertaking shall result in cancellation of my admission / expulsion from the Institute, and that the decision of the Director in this regard will not be challenged in any Court of Law except the Supreme Court of Pakistan.
- vii. That I shall never use violence, threat of violence and pressure in any dispute with other, all means and methods shall only be logic, persuasion, petition, appeal, revision, review and other legal peaceful methods for Settlement of differences and disputes.
- viii. That in any disputes with me, teachers and employees of the Institute, I shall accept the decision of the committee constituted by the Director /Government for settlement of the wrong doers.
 - a. Doing anything, which may cause injury or insult to head, teacher, officers and staff of the Institution.
 - b. Holding a gathering, meeting or taking out procession in any part of Campus other than those areas Specified for the purpose.
 - c. Allowing or abetting the Entry to the premises of the Institute of expelled students, an anti-social elements or others whose presence in the campus could cause conflict amongst the students.
 - d. Bringing into the campus consuming or encouraging consumption of alcoholic products, drugs and narcotics and indulging in acts of moral turpitude.
 - e. Bringing or keeping any type of weapons within the Institute Premises.
 - f. Using or occupying any room or part of any building of the institution without Lawful authority.

Candidate Signature: _____

PART 2

TO BE FILLED BY FATHER / GUARDIAN OF THE CANDIDATE

I _____ son/daughter/wife of _____

and Mother /Father/Guardian of _____ hereby fully endorse the undertaking given by my son/daughter/ward and assure that he/she will abide by this undertaking during his/her stay in the Institute.

- a. I also make myself liable to pay Rs. 1,00,000(One hundred thousand) per year of his/her study in the Institute in case of any breach of the above mentioned undertaking by my son/daughter /ward, Mr /Miss _____
- b. I _____ Father/Mother/Guardian of Mr. /Miss _____ assure that my son/daughter /ward will not indulge in politics of any type and will not be a member of any political party / organization students Federation or will he/she attend any meeting which may result into his/her Expulsion from the institute, and that the decision of the Dean in this regard will be final.

Deponent

Signature of the Father /Guardian of the student

Contact #: _____

Witness-1 _____

Signature

Full Name _____

Father's Name _____

NIC No. _____ - _____ - _____

Present Address _____

Permanent Address _____

Witness-2 _____

Signature

Full Name _____

Father's Name _____

NIC No. _____ - _____ - _____

Present Address _____

Permanent Address _____

ATTESTED

Signature and Stamp of
Political Agent /First Class Magistrate

DISABILITY CERTIFICATE

It is certified that Mr. / Miss. _____ S/D/o _____ is suffering from _____. It is certified that his/her disability is a permanent condition. It is further certified that his / her disability puts him /her at disadvantage as compared to a normal person for acquiring education before entering Institute, but otherwise he/she is capable of performing his / her r duties Satisfactory as a student. It is further certified that his / her disability is not of such a severe degree that makes him / her unable to acquire education or work as a professional. Moreover I certified that at present he / she is mentally fit and physically able to carry on studies and perform professional duties after qualifying for admission in Institute.

(Full Signature)

(To be signed by certified specialist in the relevant field in the Government Hospitals).

Name of the Consultant _____

Designation _____

Specialty _____

Qualification _____ PMDC/PMC Registration No(for MPH) _____

Present Place of Posting _____

official Stamp bearing name, Designation & Place of Duty.

Date _____

Certificate of Location of Educational intitute

(To be submitted by the candidates applying against Backward Areas and Ex-FATA (Merged Areas))

Official of District Education Officer, District /Agency /FR / _____ Certify that

Mr. / Miss. _____ S/o,D/o _____ Studying in the District

/Agency/FR of _____ as follows.

Class	Full Name of School /Institue	Year (From-to)	Board
Primary (1-5)			
Middle (6-8)			
Matric (9-10)			
FSc. Part-I (11)			
FSc. Part-II (12)			

Signature of DEO (Education Department)
With official Stamp

Verified by the DCO of concerned District /FR or PA of Agency

AFFIDAVIT (M. Phil / MPH CEH/ OD / BS Optom / OTC)

I _____ S/D/O _____ resident

of _____ student of _____ at

PICO, Hereby solemnly affirm on oath that:

I shall be regular and punctual throughout my training period and endeavour to attend all the CPCS, Interactive lectures, seminars, workshops etc. as part of my structured training program.

1. Attendance below 75% will lead to termination of my training.
2. I shall not get admission in any other course (private / regular) during my stay at PICO as a student.
3. I shall treat all my teachers, colleagues and peers and staff of PICO with utmost respect and dignity.
4. I shall not discriminate against any one on the basis of race, ethnicity, religion, sex, color or caste and shall not express my political or religious beliefs to others.
5. I shall maintain discipline and understand that in case of any breach of discipline I shall be liable for strict disciplinary action.
6. I shall not demand for accommodation if it is not available and shall not resort to any kind of protest or strike.
7. I shall make utmost efforts to improve my professional skills by self-learning and attending seminars, lectures and workshops.
8. I shall not indulge in any sort of politics during course / practical training and shall not resort to any sort of strike or industrial action and shall not join any political Association organization, trade union.
9. I shall not use my post or profession to unduly pressurize others for any kind of favors and shall not take any action that shall bring my profession into disrepute.
10. I understand that my course / practical training may be terminated at any time by PICO for breach of any of the regularities.
11. I shall not involve myself in any kind of in time or other improper relationship with my patients or their attendants and hospital staffs long as they are under my care or remain my colleagues.

Signature of Student _____

Name _____

S/D/O _____

NIC NO. _____

Address: _____

Witness 1.

Signature _____

Name _____

S/D/O _____

NIC No. _____

Address: _____

Witness 2.

Signature _____

Name _____

S/D/O _____

NIC No. _____

Address: _____

To be copied and signed along with witnesses, on a Rs. 50 Stamps paper duly attested by public notary

Important Note

The Academic Council of Pakistan Institute of Community Ophthalmology (PICO) has the right to make changes in the syllabus, curriculum and examination for any course, as and when required or ask to do so by the Pakistan Medical Commission or Khyber Medical University at any time during the course of study. The authorities have the right to change any rule and regulation given in the prospectus without previous notification, whenever considered necessary. The Director and the Academic Council of PICO do not take any responsibility for any omission or error in the compilation of this prospectus.