

PROSPECTUS FOR ADMISSION

BS NURSING FOUR YEARS DEGREE PROGRAM
SESSION 2020-23 AND ONWARD

SCHOOLS OF NURSING
KHYBER PAKHTUNKHWA



PROVINCIAL HEALTH SERVICES ACADEMY (PHSA)
HEALTH DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA

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PROVINCIAL HEALTH SERVICES ACADEMY NETWORK

SECTION-1 INTRODUCTION



Capacity building of the provincial health department in service delivery and governance of the health sector were the mainstay of the health sector reforms agenda in the 90's. To sustain the capacity building initiative, Provincial Health Development Centre (PHDC) was raised to the status of first ever Provincial Health Services Academy (PHSA) in Pakistan.

The public sector health professional teaching and training institutions meant for paramedics, nurses and LHVs along with District Health Development Centers were attached to PHSA as its allied institutions. Later on in 1999, PHSA was given the status of an attached department of Health Department Khyber Pakhtunkhwa and assigned the role of stewardship of this network.

Provincial Health Services Academy has been assigned a robust mandate to conduct, among others, in-service training of the personnel of the Health Department and serve as teaching and training hub through its network for nurses, LHVs and paramedics. A complex of 24+ institutions thus formed, included the PHSA itself, 06 District Health Development Centers (DHDCs), 09 Schools of Nursing (SONs) and one Post Graduate College of Nursing (PGCN), 04 Paramedical Institutes of Medical Technologies (PIMTs) including one Post Graduate Paramedical Institute (PGPI) and 04 Public Health Schools (PHSs)

of the province.

VISION

The vision for the institution is to become an internationally recognized centre of excellence in Public Health and allied health professional teaching and training programs.

OBJECTIVE

The objective was to develop and implement training programs in different fields of public health, allied health professional training and to institutionalize applied health systems research.

IMPORTANT NOTE FOR CANDIDATES AND THEIR PARENTS/ GUARDIANS:

This prospectus has been issued and uploaded with the explicit precondition that submission of application by a candidate for admission into “Four Years Degree Program of BS Nursing 2020 and on wards” for which this prospectus has been approved and issued, will imply that the candidate has fully read and correctly understood all the terms and conditions, as laid down in this prospectus, and that he/she and his/ her parents/guardians unconditionally agree to fully abide by the terms and conditions, as issued and amended, or to be amended from time to time, governing their admission and all related consequential affairs.

SECTION-2 BS NURSING FOUR YEARS DEGREE PROGRAM

2.1 INTRODUCTION

The Khyber Pakhtunkhwa's public sector nursing schools under the PHSA umbrella offers 04-year BS Nursing degree program taught and practiced as an amalgamated program comprising of eight (8) semesters with a total duration of 04-years at the Nursing Schools and their affiliated teaching hospitals as approved by the Pakistan Nursing Council (PNC).

The students are initially enrolled into 1st semester for BS Nursing four years degree program in nursing institutes recognized by the PNC and affiliated with the Khyber Medical University (KMU).

Table-1: Detail of school-wise seats

S. No.	PNC Recognized **School of Nursing	Approved Seats
1	School of Nursing, ATH, Abbottabad	100
2	School of Nursing, KTH, Peshawar	100*
3	School of Nursing, LRH, Peshawar	50
4	School of Nursing, HMC, Peshawar	50
5	School of Nursing, DHQ Hospital, Bannu	50
6	School of Nursing MMMH, DIKhan	50
7	School of Nursing MMC, Mardan	50
8	School of Nursing SGTH, Swat	50
9	School of Nursing, Kohat	50
TOTAL		550

* All male students will be accommodated only in SON KTH Peshawar.

**As per ongoing upgradation process, the nomenclature "school of nursing" may be amended accordingly in due course of time..

2.1 Seats Distribution

1. There are a total of 550 seats available for admission in the 04-year BS Nursing degree program in all the nursing schools in the PHSA Network in Khyber Pakhtunkhwa which has been recognized by the PNC as per Table-01.
2. The number of available seats may change due to various reasons including the existing capacities of various schools which may affect the admission of a candidate. Existing capacity means availability of space, faculty, various laboratories and libraries etc.
3. Selection for admission into the degree program of BS Nursing will be made on open merit within the candidate respective district of domicile on allocated seats. The seats allocation for each district will be based on its population. The candidates will be selected from all the districts as shown in Table-02 of this prospectus.

4. The basis of merit will be aggregate calculated on F.Sc. (premedical group only or its equivalent in Oxford system) and PHSA ETEA Nursing Test 2020 score each having 50% weightage.
5. Due to ongoing restructuring of nursing education in the province and other factors, the number of seats in various schools of nursing may change due to possible closure of some of the schools during the 2020 and onward sessions. In such cases, the existing students of these schools may be shifted to any other school of nursing, which may be situated at some other location/city of the province. In such a case the enrolled students of session 2020 and onward and/or their parents/guardians will have no right to challenge the decisions made in this regard.
6. The general rules and regulations of the PNC will be applicable. To conduct examinations and award degrees, the rules of the university to which the above schools are affiliated, will be applicable. These rules may be amended from time to time by respective bodies as deemed necessary.
7. To give equal opportunities to all the districts, the total sanctioned seats will be distributed in all the districts of the province according to their proportionate population. For final selection, the candidates of various districts will compete within districts of their domicile. So there is a possibility that a candidate from a district is not selected even having a higher merit; and a candidate of another district with a lower merit is selected for admission.
8. All the male students will be adjusted in School of Nursing KTH Peshawar. The female candidates will be offered admission in a school based on their choice of school and merit accordingly. In case a candidate's school of 1st choice is filled then the candidate will be accommodated in a school based on her 2nd and 3rd choice within the province where seats are vacant. The allocation of school to the candidate will be decided by the Central Selection Committee accordingly.

Table-2: District wise seats allocation

S#	District	Headquarters	Population (2017)	Division	Seats	Female	Male
1	Charsadda	Charsadda	1616198	Peshawar	25	23	2
2	Khyber	Landi Kotal	986973	Peshawar	15	14	1
3	Mohmand	Ghalanai	466984	Peshawar	7	6	1
4	Nowshera	Nowshera	1518540	Peshawar	23	21	2
5	Peshawar	Peshawar	4269079	Peshawar	65	59	6
6	Mardan	Mardan	2373061	Mardan	36	32	4
7	Swabi	Swabi	1624616	Mardan	25	22	3
8	Bajaur	Khar	1093684	Malakand	17	15	2
9	Buner	Daggar	897319	Malakand	14	12	2
10	Chitral	Chitral	447362	Malakand	7	6	1
11	Lower Dir	Timergara	1435917	Malakand	22	20	2
12	Malakand	Batkheela	720295	Malakand	11	10	1
13	Shangla	Alpuri	757810	Malakand	12	10	2
14	Swat	Saidu Sharif	2309570	Malakand	35	32	3
15	Upper Dir	Dir	946421	Malakand	14	13	1
16	Hangu	Hangu	518798	Kohat	8	7	1
17	Karak	Karak	706299	Kohat	11	10	1
18	Kohat	Kohat	993874	Kohat	15	14	1
19	Kurram	Parachinar	619553	Kohat	9	8	1
20	Orakzai	Kalaya	254356	Kohat	4	4	1
21	Abbottabad	Abbottabad	1332912	Hazara	20	18	2
22	Battagram	Battagram	476612	Hazara	7	6	1
23	Haripur	Haripur	1003031	Hazara	15	14	1
24	Lower Kohistan	Pattan	784711	Hazara	12	11	1
25	Mansehra	Mansehra	1556460	Hazara	24	22	2
26	Torghar	Judba	171395	Hazara	3	3	1
27	Upper Kohistan	Dasu	784711	Hazara	12	11	1
28	Dera Ismail Khan	Dera Ismail Khan	1627132	Dera Ismail Khan	25	23	2
29	South Waziristan	Wana	679185	Dera Ismail Khan	10	9	1
30	Tank	Tank	391885	Dera Ismail Khan	6	5	1
31	Bannu	Bannu	1167892	Bannu	18	16	2
32	Lakki Marwat	Lakki Marwat	876182	Bannu	13	12	1
33	North Waziristan	Miranshah	543254	Bannu	8	7	1
	TOTALS		35952071		550	495*	55*

*The final admitted figure of female and male students may vary because of non-availability of any gender within a district. Furthermore, some newly created districts'

population census data are not available, therefore those newly created districts are not reflected in the above list like bifurcation of Chitral into upper and lower Chitral, Kolai-Palas etc.

2.2.1 Explanatory Note for Table-2

1. Admission into BS Nursing is offered only to male/female candidates from Khyber Pakhtunkhwa including Merged Districts.
2. Seats remaining vacant in any district due to non-availability of the required gender in table-2 after observing all the conditions stated above will be shifted to the respective available gender within the same district. Any seat(s) remaining vacant after selection within that district shall be decided by the Central Selection Committee.
3. The selection of candidates for seats in both the categories will be made on the open merit basis among the male/ female candidates in the same districts in accordance with the merit calculation formula as explained in the relevant section of this prospectus.
4. For allocation of a nursing school in line with the prioritized choice of a candidate, an overall combined merit list will be prepared by merging all the lists of selected female candidates. However, the decision of the Central Selection Committee in this regard will be final and ultimate.
5. In view of the foregoing, all the candidates are advised to very carefully read, fill, and re-check, all the relevant spaces and information required in the application form before submission of application. In such a case, the sole responsibility of the consequences will rest with the candidate.
6. In case of any query / doubt regarding the extent of disability, vis-a-is the level of fitness required for performing the duties as a nurse, the selection committee may seek the opinion of the relevant specialist during the Standing Medical Board at Police and Services Hospital, Peshawar.
7. In the application form, the female candidates will be given an opportunity for choice of a school of nursing within the province, but this will be applicable in the light of Para 4 given above.

2.3 Eligibility Criteria for Candidates

A candidate eligible to apply for admission in BS Nursing degree program will fulfill all the following criteria:

2.3.1 General Eligibility

1. Nationality/Domicile

The applicant must be a citizen of Pakistan domiciled at Khyber Pakhtunkhwa including newly merged districts;

2. Gender Ratio

Admissions will be granted to females and males with a ratio of 90:10.

3. Age Limit

A candidate must be upto 25 years of age, to be reckoned from the closing date of submission of application.

4. Marital Status

Unmarried

2.3.2 Minimum Education

F.Sc. (premedical) with at least 50% marks or its equivalent in the Oxford system; and

2.3.3 Mandatory Test

PHSA ETEA Nursing Test 2020 result

The PHSA ETEA-Nursing Test 2020 will be an objective type test based on F.Sc. (pre-medical) or equivalent qualification with the composition of questions from subjects of Biology, Physics and Chemistry in addition to English, General Knowledge/ Pakistan Studies.

Any candidate failing to appear in the PHSA ETEA Nursing Test 2020 on the given date, time and venue due to any reason, whatsoever, will not be considered for admission.

Explanatory Notes regarding Eligibility Criteria

- a) A candidate having passed F.Sc (pre-medical or equivalent examination without Biology as a subject **will not** be eligible to apply for admission.
- b) A candidate having less than 50% marks in the F.Sc (pre-medical) or equivalent examination **will not** be eligible to apply for admission.
- c) Higher qualification of a candidate **will not** carry any weightage towards calculation of his /her merit.
- d) Any case processed for, or granted admission to a candidate on the basis of irrelevant/fake documents or false information will

- be treated as fraud on the part of such candidate/student and will be proceeded accordingly under the law.
- be cancelled at any stage of her training if proved fraudulent, at the sole risk and cost of such a candidate/ student.
- Be liable to recovery of all expenditure made by or through the Government of Khyber Pakhtunkhwa on the admission and education/training of such a candidate/ student.
- Be liable to have her/his degree cancelled by the concerned authorities (if already awarded) along with recommendation of further lawful action against such a student.
- All such cases of unlawful admissions will be executed by or through the Director General PHSA.

SECTION-3: PROCEDURE FOR SELECTION

3.1 Introduction

The admissions into BS Nursing four years degree program at schools of nursing in the PHSA network will be offered on merit cum district cum choices of schools of a candidate subject to the rules already provided. Details of the admission process are as follows:

3.2 Merit compilation and weightage formula

Merit shall be compiled on following weightage formula for each district of applicant:

- The total marks for merit will be tailored to 100%.
- Out of the total of 100 marks, a maximum weightage of up to 50% will be given to marks obtained by the candidate in the PHSA ETEA Nursing Test 2020 result.
- Out of the total of 100 marks, a maximum weightage of up to 50% will be given to marks obtained by the candidate in F.Sc (pre-medical) or equivalent in Oxford system subject to the eligibility criteria.

3.3 Compilation of Provisional Provincial Merit Lists (PPML)

The Provisional Provincial Merit List based on PHSA ETEA Nursing Test 2020 results, academic merit and school-wise choices of the candidates from all the districts will be prepared. As explained earlier the candidates will be provisionally allocated seats on merit cum choice of nursing school basis within the district of his/her domicile. This will be done by matching the merit position of the candidate with her choice/s of nursing school/s and the availability of vacant seats in that particular school. If a candidate falls on merit, but has opted for admission in only one nursing school and a vacant seat is available in the same school, he/she will be offered admission in that school only, subject to his/her merit position. If such a candidate does not fall on merit for admission in that particular school her case will be referred to the Central Selection Committee for consideration accordingly.

3.4 Interviews for Provisional Selection of Candidates

Keeping in view the number of applicants, an appropriate number of candidates on the Provisional District Merit Lists, belonging to both the gender will be called to appear before the Interview Committee and Central Selection Committee at the planned venue.

The interview will neither carry any marks nor any weightage in determining the merit position of candidates. Its purpose will be the collection of documents, verification of the applicant, assessment of the general disposition as well as her/his apparent status of mental and physical health, the scrutiny of her/his credentials and affirmation of school choices.

In case of any doubt about the person, her/his fitness for nursing education or her/his credentials etc. the interview committee may recommend an appropriate action to the Central Selection Committee for its final decision to be executed

through Director General, Provincial Health Services Academy.

In this regard, all the candidates must note and follow the following instructions:

- a) No separate call letters will be issued to the candidate for appearing before the interview committee, but they will be informed through uploading the list of shortlisted candidates for interview on the official website of PHSA, i.e. www.phsa.edu.pk and/or ETEA- Khyber Pakhtunkhwa i.e. www.etea.edu.pk. Moreover, as an additional measure, the candidates may also be informed about the interview date and venue through SMS on the mobile numbers provided by them in the application form for this purpose.
- b) Any candidate, who does not appear before the interview committee on due date, time and venue because of any reason, whatsoever, will not be considered for admission despite falling on merit in the provisional merit list and the interview will not be rearranged for such candidates. Presenting original documents to the interview committee is mandatory and a set of duly attested photocopies of his/her credentials shall also be submitted in light of para 3.6.1 (s).
- c) In view of the foregoing, it is communicated that it will be the responsibility of all the candidates to:
 - provide correct and fully operational mobile numbers in the application form to receive the SMS related to interview without failure or delay; and
 - should not provide Service Changed or Ported (MNP) mobile numbers in the application form to avoid and prevent the non-receiving of SMS related to interview; and
 - frequently keep on checking the official websites mentioned above to know the date, venue and time of their interview well in time.
- d) PHSA or Health Department or ETEA Khyber Pakhtunkhwa will not be held responsible for any failure on the part of candidates in checking the official websites, for reason/s whatsoever, to remain and keep themselves updated in relation to various time bound communication messages regarding ETEA test, interview, admission, etc.

3.5 Provisional Merit List and Selection of Candidates for Admission

After completion of the interviews, the provisional merit lists of selected candidates will be prepared for admission against the available vacant seats on the basis of merit cum District cum choice of nursing school(s) (as explained in relevant sections of this prospectus).

After approval by the Selection Committee, the provisional merit lists of selected candidates will be uploaded on one or both of the official website/s of PHSA (www.phsa.edu.pk) and ETEA-Khyber Pakhtunkhwa, (www.etea.edu.pk) along with a common offer letter of admission for all the

selected candidates in all districts and the schools with a specific closing date of admission.

No separate call letters /offer letters for admission will be issued to selected candidates in any category.

For convenience of candidates, the same lists will also be simultaneously displayed at a prominent place in all the nursing schools of the PHSA network.

The offer of admission so awarded to selected candidates will expire within seven working days after the date of uploading of the final lists on one or both of the official website/s (www.phsa.edu.pk) and (www.etea.edu.pk). This offer of admission will be a one-time offer and will not be repeated and/or revalidated for the same candidate under any circumstances, if not availed by the selected candidate, within the stipulated time.

The selected candidates, not reporting for admission, will lose their right of admission. The admission will then be offered to the next candidates in the waiting list.

In case, any seats remain unoccupied by the selected candidates in the first provisional merit list, a second provisional merit list may be prepared from the already interviewed candidates on the waiting list.

The second list, if required to be issued, will be uploaded on the same official website/s by giving a similar seven days' time frame after the day of uploading of the list, for the candidates from the second list, to report for admission to the concerned nursing school.

No further selection lists will be prepared and issued. If any seat remains vacant, it will remain vacant for that particular session.

In view of the foregoing, the candidates are advised:

- to frequently keep on visiting both the above-mentioned official website/s to avoid missing the opportunity of admission and
- to very carefully fill the application form to ensure about choices/prioritization of nursing school, because these parameters will be some of the main factors to decide the merit-based allocation of nursing school under this system of admissions. The responsibility of any omission or mistake in filling the admission form shall rest with the candidate, as explained earlier.

3.6 Application and admission guidelines

Keeping in view the instructions of advertisement and this prospectus, all the applicants will apply through filling all relevant information in a single ETEA-Nursing online application form accordingly as per following guidelines:

3.6.1 General Guidelines

- a. Admissions will be offered to the public through an advertisement in national press from ETEA-Khyber Pakhtunkhwa, and all or any of the following official website/s:
 - Provincial Health Services Academy: www.phsa.edu.pk
 - ETEA Khyber Pakhtunkhwa: www.etea.edu.pk
- b. This Prospectus for 2020 and onward will be uploaded in PDF format.
- c. All the interested candidates are advised to download and carefully study the full prospectus before applying for the degree of BS Nursing.
- d. In case a candidate needs any clarification, he/she may contact PHSA office, Peshawar *before the closing date* for applications, on the following phone number and email address:
 - Phone Number: (+) 92-91-2614223-25
 - Email address: info@phsa.edu.pk
- e. The interested candidates should apply on line directly to the ETEA office as per procedures laid down in the advertisement.
- f. *Applications for admission should not be sent to PHSA and/or any of the nursing schools.* Application form not submitted to the ETEA-Khyber Pakhtunkhwa will not be considered for further processing.
- g. PHSA ETEA-Nursing Test 2020 result is a mandatory requirement to continue with further processes related to admissions into BS Nursing Four Years Degree Program offered by the public sector nursing schools in Khyber Pakhtunkhwa.
- h. The dates for PHSA ETEA Nursing Test 2020 will be communicated to candidates through the official website/s mentioned above, as well as through SMS by the PHSA ETEA Nursing Test 2020 Khyber Pakhtunkhwa on the mobile numbers provided by the candidates in their application forms. In view of this, all the applicants are advised to frequently visit the above-mentioned official website/s and also keep their mobile phones in good working order to avoid missing SMS.
- i. The PHSA ETEA Nursing Test 2020 will be a one-time mandatory activity which will not be repeated and any candidate missing the test due to any reason/s, whatsoever, will not be eligible for admission.
- j. The candidates should give at least two valid mobile numbers which must be active and contactable.
- k. For technical reasons, safety of receiving SMS and minimizing the risk of non-receipt of the SMS, the candidates are advised **not to provide** any service changed (portable) mobile phone numbers in the application form.
- l. Provisional merit list, for all nursing schools will be prepared after the interviews. The candidates will be offered admission on merit in different nursing schools.
- m. Admission granted by the Selection Committee will be provisional and will not mean any commitment or entail any legal liability till its confirmation by the PNC/university/Khyber Pakhtunkhwa through registration and verification

accordingly.

- n. In case of any doubt or undefined validity of any academic qualification as equivalent to a recognized examination, the provisional admission will be subject to the verification, recognition or equivalent certification of the relevant educational qualification by the concerned body/institution.
- o. In case of any ambiguity that may arise in the process of selection, the decision of the Central Selection Committees will be final.
- p. The provisional merit list of selected candidates and other related correspondence will be displayed on notice board of relevant nursing school and on PHSA website and will **not be communicated** to anyone in person, through any other means.
- q. During this degree program, no candidate will be allowed to take admission in any other course.
- r. If any candidate fails to appear either in PHSA ETEA Nursing Test 2020 or before the interview committee, her/his application will not be considered for further selection process.
- s. Beside presenting the original credentials/documents, each candidates shortlisted for interview shall also ensure the following documents to be submitted to the interview committee:
 - 1. Attested photocopies of SSC / FSc. (Pre-Medical) certificates along with detailed marks certificates of both the examinations or equivalency certificate.
 - 2. Attested photocopy of Domicile Certificate
 - 3. Attested photocopy of CNIC or Form-B of the candidate.
 - 4. Attested photocopy of father/guardian CNIC.
 - 5. Character certificate from educational institution last attended by the applicant.
 - 6. Four recent passport size photographs with blue background, duly attested.
 - 7. Valid Certificate from registered Deeni Madrassa (where applicable).
- t. After provisional selection, if any of the particular(s) and/or the documents submitted/information provided by the candidate is found incorrect or false or suppressed facts at any stage, his /her admission will be cancelled forthwith and right of legal action will be reserved against him/her.
- u. Each candidate will select to apply to at least one nursing school of his/her choice. However, the applicant can apply to more than one school on the same form. Furthermore, the applicant can apply to three nursing schools through that single application form with priorities of nursing schools. Options once given in the application form will be considered final and will not be changed /added/deleted after submission.
- v. Additional twenty (20) marks will be either deleted accordingly or added to the marks obtained in F.Sc (pre-medical) based on oral test at the time of interview for Hafize Quran. (Criteria for awarding Hafize Quran marks are Hafizi Test and a certificate from registered Deeni Madrassa).
- w. Affidavit (to be filled on a stamp paper of minimum Rs. 100) will be produced

after provisional selection of the candidate upon his/her arrival to respective school of admission (please see specimen of the affidavit on the last page of this prospectus).

3.6 Migration / Transfer

- a. Migration is only allowed as per PNC/KMU provisions.
- b. No student is allowed to migrate from one province to another province.
- c. No migration is allowed from private nursing school to the public sector nursing school and vice versa under any circumstances.

3.7 Interview Committee for Admission

S.NO.	DESIGNATION	TITLE
1.	Director HRD	Chairperson
2.	Deputy Director Nursing PHSA	Secretary
3.	Principal/Vice Principal Nursing School	Member
4.	Nursing Tutor	Member

3.7.1 TORs: (Terms of References for Interview Committee for Admission)

1. To verify the person of the applicant and his/ her attendance in the interview.
2. To check all required original documents for fulfillment of eligibility criteria etc.
3. To propose necessary correction/s in the record and/or merit list, as and when required.
4. To conduct the Hifzi Quran Test.
5. To collect the photocopies of the requisite documents as explained in para 3.6.1 (s).

3.8 Central Selection Committee

S.NO.	DESIGNATION	TITLE
1.	Director General PHSA	Chairperson
2.	Incharge Nursing Section, PHSA	Member
3.	Principal PGCN Peshawar	Member
4.	Librarian PHSA	Secretary

3.8.1 TORs: (Terms of References Selection Committee for Admission)

1. To compile and approve provisional merit lists for all districts as explained in table-2, based on interview Committee recommendations.

2. To compile selection lists for each school based on provisional district wise merit lists.
3. To recommend candidates from the waiting list for the second merit list as replacement in case of any drop out of the already selected candidates.
4. To take decisions in good faith in the best interest of the applicants and public at large.

SECTION-4: FEE STRUCTURE FOR BS NURSING FOUR YEARS DEGREE PROGRAM

4.1 school Dues Payable for One Time per Program

S.No	Item	Amount
01	Admission Fee	Rs. 2,000/- Per Program
02	Security Fund (Refundable)	Rs. 2,000/- Per Program
Total		Rs. 4,000/- Per Program

4.2 school Dues Per Semester

S.No	Item	Amount
01	Tuition Fee	Rs. 6,000/- Per Semester
02	Recreation Fund	Rs. 1,000/- Per Semester
03	Library Fund	Rs. 1,000 /-Per Semester
04	Nursing Skills/Science Lab Fund	Rs. 1,000/- Per Semester
05	Internal Examination Fee	Rs. 1,000/- Per Semester
06	school Development Fund	Rs. 1,000 /-Per Semester
Total		Rs. 11,000/- Per Semester x 08 semesters =Rs. 88,000 Per Program.

4.3 Statutory Bodies/University Dues

S.No	Item	Amount
01	PNC Enrollment Fee	Rs. 500 Per Program
02	KMU Registration Fee (Subject to KMU Policy)	Rs. 1800/- Per Program
03	KMU Affiliation Retention Fee (Subject to KMU Policy)	Rs. 2000 Per program
04	KMU Final Examination Fee (Rs 850/Paper), (Subject to KMU Policy), 07 Papers X Rs 850= Rs 5950/- Any additional amount for examinations charged from the students will be refunded, if there are less than seven subjects in a semester.	Rs. 5950/- Per Semester x 02 semester per annum = Rs. 11900/- x 04 years= Rs.47,600/- per program.
Total statutory bodies/university dues		Rs. 51,900/- Per Program
Grand Total		Rs.143,900/- Per Program

4.4 Institute Fund

Each student will contribute a sum of Rs. 2000/- per annum to the institute fund

of the concerned training institution. The fund so generated will be utilized by the principal after taking prior approval from the Director General PHSA for improving the quality of education and general uplift of the institute.

4.5 Stipend of the students

Stipend will be paid to the students on a monthly basis as permissible by the rules and regulations of the Government of Khyber Pakhtunkhwa.

4.6 Applicability of The Prospectus Rules

These prospectus rules will be extended to all the similar and new proposed nursing institutes upon the commissioning like nursing institute at Lakki Marwat, Bajaur, Chitral or any other nursing institute established by the government in the province accordingly.

SECTION-5: NURSING SCHOOLS DISCIPLINARY AND CONDUCT RULES

5.1 Preamble

In these rules unless there is anything repugnant to the context otherwise, the following expressions will have the meaning as assigned to them herein.

- a. "Student" means a student on the roll of a nursing school, admitted by Selection Committee for Admission as per prospectus rules prescribed above.
- b. "Indiscipline" means any act, which disturbs the smooth running and good order of the nursing school or hostel.
- c. "Expulsion" means cancellation of admission of the student debarring him/her from the institute at least for one session or as prescribed in PNC rules.

5.2 General Conduct

All students will present themselves with dignity befitting their status as mature, professional and responsible persons.

- a. Students in all settings in school premises and hospital are expected to dress in a simple and decent manner.
- b. Students individually or as a group, will obtain written approval before organizing or assisting in organizing demonstrations, rallies in school premises.
- c. All political, ethnic, religious and social activities/events held in the school must have prior written authorization from the head of institute concerned.
- d. Students will ensure that their actions do not endanger or threaten the health, safety or wellbeing of themselves or another person.
- e. Students will refrain from any behavior which can be interpreted by others as harassment.
- f. Students will obtain written authorization before making public statements, communication or correspondence with the press or other media for mass communication.
- g. Students will refrain from any activity which is subversive of discipline and may constitute misconduct.

In case of violation of the Institutions code of conduct, disciplinary action will be taken. However, nothing will preclude the institute from requiring any student or parent or both to execute a bond, assurance or an undertaking to support desired conduct throughout her/his stay at the institute.

- h. **Federal/Provincial Laws and Ordinances:** Violation of Federal / Provincial laws or ordinances will be dealt accordingly under such laws.
- i. **Gender Mixing:** Students are strictly reminded to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas will not be tolerated.
- j. **Littering:** It is the responsibility of all to keep the campus premises clean and tidy. Therefore, no littering or trash should be carelessly thrown or left

on the campus premises. The designated waste boxes should be used for the purpose.

k. Sports:

- i All individuals and teams participating in sports are expected to show sportsmanship, respect, consideration and appreciation towards their opponents, team-mates, officials and institute staff at all times.
- ii Under no circumstances should a student react in a violent manner nor use any form of foul or abusive language, whether it is directed at a member of staff, match official, opponent, playing colleague, team official or spectator.

Individuals signing the player registration form will agree to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action taken by the institute.

5.3 Acts of Indiscipline / Misconduct:

The following will be treated as acts of breach of discipline.

1. Insolence, use of hot expression or indulgence in quarrels, disturbance of tranquility.
2. Violation of instructions of the teachers and authorities regarding academic activities or social behavior of students.
3. Inciting violence or use of force or any damage to public property.
4. Carrying, possessing or keeping in custody any arms, ammunition or any other lethal weapon or device dangerous to life within the premises of the institute or hostels.
5. Organizing a strike or to make an attempt to organize or participate in a strike or to use pressure on administration or teachers against the lawful authority or obstruct enforcement/implementation of rules and regulation.
6. Handling/possession or use of intoxicants or eatables prohibited by law.
7. Possession or distribution of any material preaching opinion and ideas repugnant to the basic injunctions of Islam.
8. Participation in any political activity or seeking membership of any political party/political students' body.
9. **Theft:** Theft, or attempted theft, of property or services on institute premises or at institute-sponsored activities.
10. **Damage to property or its destruction:** Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, institute property or the property of others within the institute premises or at institute -sponsored activities.
11. **Harassment:** Meaning in following: -
 - passing remarks, placing visual or written material, aimed

at a specific person or group with the intention of causing harm to the person or group, and/or, creating an environment which limits a student's educational opportunity.

- making unwanted verbal or physical advances or explicit derogatory statements toward individuals/groups, which cause them discomfort or humiliation or which interferes with their educational opportunity.
 - physical assault.
12. **Gambling:** Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.
 13. **Smoking:** Smoking is prohibited on institute premises as per policy.
 14. Personal hearing will be permitted on the request of a student after receiving final warning to a three-member committee constituted by the principal to tackle the case.
 15. **Disciplinary Offence:** will be liable to one or more of the following steps taken by the disciplinary committee comprising the faculty members.

5.4 Disciplinary Committee of Institutes:

Each institute will notify a Disciplinary Committee of the institute comprising one Chairperson and two members from the teaching staff. The TORs of this Committee will be as under:

- I. To oversee the overall situation of general discipline and conduct of the students at the institute, hospital & hostel; and
- II. To investigate/inquire the cases/incidences of indiscipline and misconduct among the students; and
- III. To recommend appropriate action to the Principal as per relevant rules, policies, values and socio-cultural norms.

Director General PHSA will be the final appellate authority in case of any disciplinary action taken by the principal against a student of the institute. The appeal, if any, should reach the office of appellate authority within two weeks of the action/decision taken by the concerned Principal.

5.5 Punishment or Penalties for Acts of Indiscipline / Misconduct:

Punishment or penalty for acts of indiscipline shall be in accordance with the gravity of the case and may lead to imposition of any one or more of the following penalties:

Minor Penalties:

- i. Warning in writing: Warning notice in writing to the offender student in writing, with a copy through Registered Postal Mail to her parents/guardian, that continuation or repetition of indiscipline or misconduct may lead to further disciplinary action that may later on end in award of a major penalty at any stage of her education/training.
- ii. Probation: The offender student may be kept under probation for a specific period, under written intimation to her parents/guardian through Registered Postal Mail, during which the student shall be under observation and in case of no improvement or repeated act/s of indiscipline or misconduct, may be subjected to any appropriate penalty by the principal without any further investigation/s or procedure, which may include a major penalty as elaborated elsewhere, at any stage of her education/training.
- iii. Fine: Principal may impose a fine up to a maximum of Rs.5000/-(Rupees five thousands only), to be deposited into the student fund in the official bank account of the concerned institute.
- iv. Suspension from the Hostel: The principal may bar a student from residing in the hostel for a specific period under written intimation to her parents/guardian through Registered Postal Mail, at the sole risk and cost of the student at any stage of her education/ training.
- v. Removal of privileges: The principal may cancel any privilege/s enjoyed by the student.

Major Penalties:

- a. **Permanent Expulsion from Hostel:** The principal may permanently expel a student from residing in the hostel under written intimation to her parents/guardian through Registered Postal Mail, at the sole risk and cost of the student at any stage of her education/ training.
- b. **Temporary Expulsion / Rustication:** The principal may expel any student from the institute for a specific period up to one semester at any stage of her education/training.
- c. **Fine.** Principal may impose a fine up to a maximum of Rs.10,000/-(Rupees ten thousands only), to be deposited into the student fund in the official bank account of the concerned institute.
- d. **Permanent Expulsion/ Rustication:** The principal may permanently expel / rusticate any student from the institute at any stage of her education / training.

5.6 Readmission:

- a. If a student of any nursing school remains absent from her/his class continuously for 14 days or more without a reasonable cause, her /his name will be liable to be struck off from the roll of the Institute. Such a student may be re-admitted only in case the Disciplinary Committee is

satisfied that the absence was not willful or was due to circumstances beyond human control, provided such an application is submitted within 15 days after the order of the removal of student from rolls.

- b. Students can avail this opportunity only once. None of the students will be allowed readmission twice.

In all cases where these rules are silent or where there is difference of opinion about their interpretation, the instructions of the Director General PHSA will be final, provided they are not inconsistent with other regulations.

5.7 Attendance/ Leave Rules and Examination Rules:

- a. Full day attendance in the theory, practical and on-the-job training is essential to be counted as presence for the whole day. A fine of Rs. 100 will be charged for each absentee.
- b. Clinical student's attendance during training will be observed through a card that will be signed by the concerned unit's focal person and will be verified by the principal.
- c. Attendance in classes and clinical training is mandatory. Minimum attendance in a course required shall be 85%. Any student who does not meet the minimum required attendance will not be allowed to appear in the examinations.
- d. Leave applications are not accounted for the purpose of attendance but are necessary for information about health/whereabouts of the students. Application should be submitted at least two days before availing the leave to the student's affairs section of the office.
- e. A student whose record shows continuous absence for two weeks during the course without any intimation is liable to have her name struck off from the roll without any notice.
- f. For medical leave, M.S of the concerned Hospitals will countersign the medical certificates etc. Certificates from private clinics/ hospitals will not be entertained.

5.8 Progress Report/Eligibility for Appearing in The Examination:

A candidate must fulfill the following criteria to make him/ her eligible for the examinations.

- 1. He/she must complete the prescribed course of degree program BS Nursing to appear in the examinations.
- 2. He/she must acquire a minimum of 85% attendance in all subjects including demonstrations, practical/professional training.
- 3. Internal assessments will be conducted at periodic intervals. Marks obtained by the students in the internal assessment may be considered for fitness towards registration/ examination by the

- university.
4. He/she must bear a good character/conduct and abide by the rules of the nursing school.
 5. Where a candidate is barred from examination for any reason and she/he enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
 6. For this purpose, the school shall maintain a thorough and up-to-date record of the academic progress of the students through internal assessment in the form of monthly tests, attendance, general attitude and behavior towards discipline/rules and regulation of the school.

5.9 Library Rules:

Library facilities are available for the students. Rules for borrowing books are divided into the following categories.

- a. Reference books like encyclopedias, dictionaries etc.
 - b. Periodicals.
 - c. Professional books.
-
- I. A Library card will be issued to each student to be permitted to borrow books from the library. Such cards will be non-transferable strictly and will have to be presented at the time of using library facilities.
 - II. Books falling in category (I) and (II) above must not be taken out of the library without special written permission. One book will be lent for the duration of the course and two additional books can be borrowed for 15 days only. The period can be extended for further 15 days on physical presentation of the book. However, in special cases the books shall be allowed for more than one month at a stretch. Books lent are liable to be returned before the expiry of the prescribed period.
 - III. Requests for renewal of a book should be made before its due date. It will be reissued provided that no one else has demanded it.
 - IV. Borrowers and readers are advised to inspect the books at the time of issuance and to call the attention of the librarian to any defect or damage.
 - V. A book lost/damaged will have to be replaced by the borrower.
 - VI. Late fee of Rs.5/- per day/ volume will be charged from the students if books are not returned within the prescribed period.
 - VII. The principal will have the discretion to write off the late fee to the borrower.
 - VIII. At the time of annual stock taking the library will remain open but the borrowing privileges will remain suspended for the period of stocktaking. All books on loan with the borrowers, irrespective of the date of their return must be deposited in the library before the date notified for this purpose.
 - IX. Audio and videotapes shall be treated as reserved and are not meant for lending to borrowers. These can be borrowed by the instructors for

playing in the class and to be returned to the library soon afterwards.

- X. The librarian / In-charge Library shall have the right to refuse entry to the library of any person who is not a member of the library or a member who is under suspension, if instructed by the competent authority.
- XI. Any case of indiscipline including stealing of books etc. will be reported to the principal concerned.

5.10 Identity card:

On admission, every student will be provided a non-transferable identity card at the cost of Rs.120/-. It carries a photograph duly signed by the principal/vice-principal stating particulars of the student. The card must be kept by the student concerned and produced on demand. Duplicate cards are not issued except under special circumstances and on payment of Rs.200/-.

5.11 Uniform Dress:

As prescribed by the Pakistan Nursing Council (PNC)

Female:

- I. Summer: White Shalwar Kameez and Dupatta and Jacket, black shoes (non noisy)
- II. Winter: same dress with green jersey.

Male:

As prescribed by the Pakistan Nursing Council (PNC)

- I. White pant and shirt / White Kurta Shalwar, black shoes with white socks (non-noisy)
- II. Winter: same dress with green coat/ jersey

All students male /female will use overall/ lap coat during their clinical hours.

In order to maintain academic dignity and sanctity of the institution, students and staff of the nursing school are required to wear decent dress, keeping in view the local cultural values. The dress restriction is not to impose any rigidity or regimentation but is in accordance with the spirit of discipline and punctuality which is the cardinal aspect of lifestyle highly desired at the nursing school.

Purpose of Dress Code is to establish the basic guidelines for appropriate work dress that promotes a positive image of nursing schools and also allow maximum flexibility to maintain good morale, respect and cultural value.

5.12 Hostel Rules:

All nursing students are eligible for hostel accommodation subject to availability of the same. When accommodation is limited, the decision will be taken on merit, however, preference will be given to the students coming from

far-flung areas. However the school concerned will not be responsible to provide any residential facilities.

To promote and maintain congenial atmosphere in the hostel, boarders are required to observe the following rules strictly:

- a. Boarder will not engage themselves in any activity subversive to law and order.
- b. They have to abide by the instructions issued by the administration/warden/housekeeper from time to time.
- c. No student will be allowed to use an electric heater and air conditioner, etc. in the hostel.
- d. The students are required to bring their bedding according to the season at the time of joining the institute. The Institute will provide furniture only.
- e. Admission in the hostel is valid for the term of the course only. The hostel will be vacated during vacations until specially permitted. The hostel will be vacated by the students when required due to emergency or as a consequence of any disciplinary action.
- f. Un-authorized stay will amount to trespass under the law.
- g. The boarder room and their personal belongings are liable to frequent inspection by the warden/ principal.
- h. All the boarders are required to perform voluntary duties pertaining to the running of the hostel as and when assigned by the warden.
- i. In case of any breach of conduct, the student concerned and the accomplices will be liable to be expelled from the hostel.
- j. Strict cleanliness will be maintained. Fixtures and appliances shall neither be damaged nor be mishandled. The defaulters will have to pay the cost of the damaged items.
- k. Chalking on the walls, windows and doors of hostel premises, rooms, toilets and dining hall is forbidden. Defaulters will be punished by imposing fines / expulsion from the hostel. The students are responsible for cleanliness of their allotted rooms.
- l. No guest will be allowed to visit the rooms or stay overnight. The students will meet their guests in the meeting room. The guest must leave the hostel and Institute premises before the sunset, failing which the host is liable to a fine of Rs. 200/-. If students repeatedly fail to comply with the rules, they will face strict disciplinary action, which may amount to expulsion from the hostel.
- m. Authorized guests must show their CNIC at the gate, at the time of visit.
- n. Playing of musical instruments and record players is prohibited in the hostel.
- o. Hostel timings as notified by the administration, in routine, will be observed strictly. Defaulters will be dealt with severely.
- p. No boarder will remain outside the hostel without prior permission and will return to the hostel before sunset.
- q. In emergency cases only, prior permission i.e. night pass will be

requested by the students for overnight stay outside the hostel, failing which the boarders will be liable to strict disciplinary action.

- r. The students will be responsible to take care of their valuables. In case of any losses there will be no responsibility on hostel and institute administration.
- s. Frequent night rounds will be made by the warden, in case any border is found absent, a written report will be submitted to the principal for taking strict action against the defaulter.
- t. Students' rooms can be changed on the order of the warden/principal without any consent.
- u. All the boarders residing in the hostel of nursing school will have to vacate their rooms within three days after final examinations.

AFFIDAVIT

I, Mr. Miss _____ S/O, D/O, W/O _____,
provisionally selected as nursing student for four years degree program in the
nursing school _____, do hereby solemnly declare that:

- a. I shall abide by all the rules, regulations, terms & conditions mentioned in the prospectus governing my admission into nursing training course, and/or of the nursing school, as issued or amended or to be amended from time to time, and
- b. I shall not indulge in any sort of political, sectarian and/or subversive activities, nor shall I organize or become a member of a body involved in suchlike activities during the course of my nursing training.
- c. I shall not object to any unforeseen or planned change in the duration, curriculum and / or teaching / learning methodology as related to my Nursing training; and
- d. I shall refund the entire amount of expenditure made by, and/or for, through the Government of Khyber Pakhtunkhwa on my nursing education / training. In case I, or my parents / guardian withdraw my admission at own will or as a result of myself having been expelled from the institute on any disciplinary or other grounds, and
- e. I shall not claim any reimbursement from the nursing school , and/or Provincial Health Services Academy, and/or Government of Khyber Pakhtunkhwa, of any expenditure/s incurred by me or my parents/guardian on my nursing education/training, in case I, and/or my parents/guardian withdraw my admission at own will or in case the same is cancelled by the relevant authorities on any disciplinary or other grounds, and
- f. If it is proved that my candidature / admission into nursing training course is / was the result of, or based on provision of some fake / counterfeit / false / irrelevant document/s or information, my admission / training / degree shall be liable to be cancelled without any show cause notice been given to me and I / my parents / guardian shall not challenge at any forum the decision / action of relevant authority/ies, as taken in the light of provisions contained in the approved prospectus governing my admission / training as nursing student.

SIGNATURES OF THE STUDENT

Name:

D/S/W/O

<u>Signatures of Witness 1:</u>	
Name	Father's Name
	CNIC No.
Address:	

<u>Signatures of Witness 2:</u>	
Name	Father's Name
	CNIC No.
Address:	

To be attested by a Notary Public under his / her official seal and signatures.