

PROVINCIAL HEALTH SERVICES ACADEMY  
HEALTH DEPARTMENT  
GOVERNMENT OF KHYBER PAKHTUNKHWA



**PROSPECTUS**

**Two Years Diploma Course for**  
**Lady Health Visitors**  
**Session 2018-19**

IN

**Public Health School, Abbottabad**

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**Public Health School, Dera Ismail Khan**

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**Public Health School, Hayatabad  
Peshawar**

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**Public Health School, Nishterabad  
Peshawar**

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## **SECTION-I: Introduction**

### **Provincial Health Services Academy Network**



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 1990s. To sustain the capacity building initiative the 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 Center were attached to PHSA as its allied institutions. PHSA was given the status of an attached department 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 trainings of the personnel of Health Department and serve as teaching and training hub through its Network for nurses, LHV's and Paramedics. A complex of 24 institutions thus formed included the PHSA, 06 district Health Development Centers (DHDCs), 09 schools of Nursing the and Post graduate college of Nursing, 04 paramedic institutes, including the Post Graduate Paramedics Institute and 04 public health schools of the province

The vision for the institution is to become an internationally recognized Centre of Excellence in Public Health and Allied Health Professional teaching and training. The objective was to develop and implement training programmes in different fields of public health, allied health professional training and to institutionalize health systems research.

## Public Health School, Nishterabad, Peshawar



Public Health School, Nishterabad was established in 1952 by upgrading the Lady Cunningham MCH Centre; the foundation of which was laid down in the pre-partition era. It has the honour of being the oldest Public Health School of the Khyber Pakhtunkhwa Province. The school is having an academic block along with hostels to accommodate about 250 students.

The Public Health School (PHS) Nishterabad is recognized by Pakistan Nursing Council (PNC) for annual registration of 120 LHV and 90 Community Midwifery students. For conduction of examination the PHS Nishterabad is affiliated with Nursing Examination Board, Khyber Pakhtunkhwa.

Clinical/Practical training of students is arranged at the Medical Teaching Institution, Lady Reading Hospital Peshawar, Maternity Hospital Peshawar, MoulviAmeer Shah Gilani Memorial Hospital and Sifwat Ghayyur Memorial Infectious Diseases Hospital for Children and the MCH Centre located within the School.

The MCH and EPI Centres situated in the PHS Nishterabad cater for the needs of approximately 30,000 population, offering services of domiciliary Midwifery, Antenatal, Natal and Postnatal care to mothers and babies, Family Planning, EPI Services and Health Education to the community.

## Public Health School, Hayatabad, Peshawar

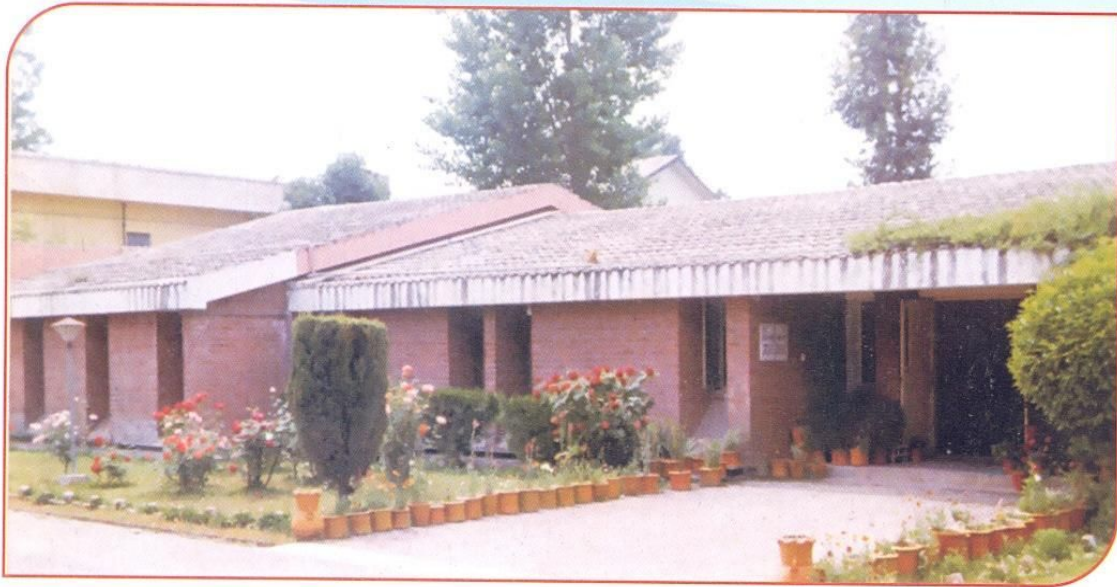


The school is situated in Phase-V, Hayatabad, Peshawar. Initially established as Female Health Technician Training School in 1989, the institute was converted to Public Health School in 1997.

This School is recognized by Pakistan Nursing Council for the education and training of LHV and Community Midwifery students. For conduction of examination the PHS, Hayatabad is affiliated with the Nursing Examination Board, Khyber Pakhtunkhwa.

Hostel facility for about 100 preferably non local students is available within the school premises. For practical/clinical training of the students, it is attached with the Medical Teaching Institution, Hayatabad Medical Complex, Peshawar.

## Public Health School, Abbottabad



Public Health School Abbottabad is situated at Mansehra Road, Abbottabad at a short distance from Ayub Teaching Hospital. It was established as Female Health Technician School in 1989 and then converted to Public Health School in 1996. This School is recognized by the Pakistan Nursing Council and affiliated for examination with the Nursing Examination Board, Khyber Pakhtunkhwa.

A total of twenty five students are inducted on yearly basis in two years diploma course for Lady Health Visitors. There are two residential hostels for 50 preferably for non-local students, within the school premises.

For practical/clinical training of the students, the school is attached with Benazir Bhutto Shaheed Women & Children Hospital, Abbottabad as well as with BHU Mir Pur and BHU Nawan Shehr, Abbottabad.

## Public Health School, Dera Ismail Khan



Originally established in 1989 as Female Health Technician Training School, it was converted to Public Health School in 1996. The school is situated on the Sheikh Yousaf Road, adjacent to the office of District Health Officer, Dera Ismail Khan.

The Public Health School, Dera Ismail Khan is recognized by the Pakistan Nursing Council for LHVs Training and is affiliated with Nursing Examination Board, Khyber Pakhtunkhwa for examination.

Twenty five students are admitted annually in two years Lady Health Visitor's course in addition to 10 students offered admissions on self-finance bases. There are two hostels situated within the premises of the school for 50 preferably for non local students.

For practical/clinical training of the students, the school is attached with the Medical Teaching Institution, DHQ Teaching Hospital and MCH Centre situated at Zanana Hospital, Dera Ismail Khan.



## **SECTION-II: 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 LHV Diploma Course Session 2018-19, for which this Prospectus has been approved and issued, shall imply that she (the candidate) has fully read and correctly understood all the terms and conditions, as laid down in this Prospectus, and that she and her parents / guardians unconditionally agree to fully abide by the terms & conditions, rules and regulations, as issued and amended, or to be amended from time to time, governing her admission and all related and consequential affairs.

### SECTION-III: Seats Distribution, Applicant Categories and Eligibility Criteria

3.1 Table -1: School-wise Allocation of Seats:

S. No.	Public Health School	No. of Regular Seats	No. of Self-Finance Seats
1.	Public Health School, Nishterabad, Peshawar	60	20
2.	Public Health School, Hayatabad, Peshawar	25	10
3.	Public Health School, D.I Khan	25	10
4.	Public Health School, Abbottabad	25	15
	<b>Sub Total</b>	<b>135</b>	<b>55</b>
	<b>Grand Total</b>	<b>190</b>	

3.2 Table-2: Categories of Total Seats for Admission in all Public Health Schools under the PHSA Network:

Category	Domicile	Type of eligible candidates	Nature of Selection	Total Seats
<b>Regular Seats</b>				
1	Khyber Pakhtunkhwa	For eligible unmarried Female candidates	Open Merit for Khyber Pakhtunkhwa	118
2	FATA	For eligible unmarried Female candidates	Open Merit for FATA	15
3	Khyber Pakhtunkhwa / FATA	For eligible unmarried Female Disabled candidates	Common Open Merit for Khyber Pakhtunkhwa & FATA	02
<b>Self-Finance Seats</b>				
4	Khyber Pakhtunkhwa/ FATA	For eligible unmarried Female candidates, willing for self -finance seats	Common open Merit for Khyber Pakhtunkhwa & FATA	35
5	Azad Jammu & Kashmir (AJ&K)	For eligible unmarried Female candidates, willing for self -finance seats	Open Merit for Azad Jammu & Kashmir	10
6	Gilgit Baltistan	For eligible unmarried Female candidates, willing for self -finance seats	Open Merit for Gilgit Baltistan	10
	<b>Total Seats</b>			<b>190</b>

### **Explanatory Notes for Table-2:**

1. Admissions into LHV Diploma Course are offered only to eligible unmarried female candidates from Khyber Pakhtunkhwa, FATA, AJ&K and Gilgit Baltistan. As per directives from the Pakistan Nursing Council, married female candidates are not eligible for admission into LHV Diploma course.
2. The eligible candidates in Category-3 may also apply both for relevant Category-1 or Category-2, as the case may be, through a single application form.
3. The eligible candidates in Category-1, 2 &3 can also apply for Category-4 of seats offered on Self-Finance basis through a single application form.
4. The Candidates from AJ&K and Gilgit Baltistan can apply to the seats offered on Self-Finance bases only against their reserved quota, and not against any other Category and / or quota.
5. Any seats finally remaining vacant from Category-2 or Category-3, despite observing all conditions above, will be shifted to the Category-1 of open merit for candidates from Khyber Pakhtunkhwa.
6. Any seats finally remaining vacant from Category-5 or Category-6, despite observing all conditions above, will be shifted to the Category-4 of common open merit based self-finance seats for candidates from Khyber Pakhtunkhwa/FATA.
7. The selection of candidates for seats in various categories shall be made on merit basis among the eligible candidates in the same category in accordance with the merit calculation formula as explained in the relevant section of this Prospectus.
8. For allocation of Public Health Schools in line with the school related prioritized choices of candidates, an overall provincial combined merit list for regular seats will be prepared by merging all the category wise individual merit lists of selected candidates in each category, and by placing them in the descending order of their aggregate marks obtained through the selection process, as elaborated in the relevant section of this Prospectus.
9. Similarly, for allocation of Public Health Schools in line with the school related prioritized choices of candidates, an overall provincial combined merit list for self-finance seats will be prepared by merging all the category wise individual merit lists of selected candidates in each category, and by placing them in the descending order of their aggregate marks obtained through the selection process, as elaborated in the relevant section of this Prospectus.
10. The allocation of Public Health School to each selected candidate shall be made on merit cum choice of school basis. The choice of school of a candidate on higher merit position will be preferred over the choice of a candidate on lower merit position.
11. 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 because any omission/s or mistake/s in filling the form may lead to / result in disqualification of the candidate for admission. In such a case, the sole responsibility of the consequences shall rest with the applicant / candidate and none else.

12. In case of tie, or otherwise, regarding the admission of Disabled candidate/s falling on merit, a candidate with lesser disability will be preferred for admission. The decision of the Selection committee in this regard shall be final, which may ask the all such candidates to attend a special meeting for the assessment / comparative assessment of the candidates to ascertain the nature and extent of disability, vis-à-vis, the health, physical and mental requirements of midwifery and LHV profession. The opinion / decision of the Selection Committee in this regard shall be final and not challengeable.
13. If deemed appropriate, in case of any query / doubt / clarification, etc. regarding the extent of disability, vis-à-vis, the level of fitness required for performing the duties of a midwife and / or LHV, the Selection Committee may seek the opinion of Standing Medical Board at Police and Services Hospital, Peshawar.
14. In the above case, the candidate/s shall have to appear for the required clinical / medical examination, test/s, investigation/s, etc. at the date and time given by the Medical Superintendent of the said hospital for the purpose of assessment / comparative assessment of the candidates to ascertain the nature and extent of disability, vis-à-vis, the health, physical and mental requirements of midwifery and LHV profession, at the sole risk and cost of the candidate/s. The opinion / decision of the Standing Medical Board in this regard shall be final and not challengeable.

### **3.3 Mandatory Eligibility Criteria for Admission to 02 Years LHV Diploma Course:**

A candidate eligible to apply for admission in LHV Diploma Course shall fulfill all of the following criteria:

#### **A. General Eligibility:**

##### **1. Nationality:**

The applicant must be a bona fide citizen of Pakistan from Khyber Pakhtunkhwa, FATA, AJ&K and Gilgit Baltistan.

##### **2. Domicile:**

As already elaborated in Table-2 of this Prospectus, and subject to fulfillment of other eligibility criteria, the areas of domicile for various categories of candidates are explained below:

- Khyber Pakhtunkhwa for Category-1, 3& 4 of candidates.
- FATA for Category-2, 3& 4 of candidates.
- Azad Jammu & Kashmir for Category-5 of candidates.
- Gilgit Baltistan for Category-6 of candidates.

##### **3. Gender:**

Only female candidates can apply.

**4. Marital Status:**

This LHVs Diploma training course is exclusively for otherwise eligible, unmarried female candidates. As per Pakistan Nursing Council instructions, married females are not eligible to apply for admission into this Diploma for LHVs. Moreover, marriage of an LH|V student shall not be permissible throughout the entire course of this Diploma training, If a candidate or student is discovered to have been married before or at any point during this LHV diploma course, her admission shall be cancelled forthwith and all expenses made by the government on her admission / education / training& stipend paid to her, as the case may be, shall be recovered from her.

**5. Age Limit:**

Age limit will be 15-30 years; to be reckoned from closing date for submission of applications to NTS.

**B: Mandatory Educational Qualification for LHV Diploma Course:**

Matric/Secondary School Certificate (SSC), or equivalent qualification with science subjects including Biology, Physics, Chemistry and Mathematics having obtained at least overall 45% of the total obtainable marks in the final examination, shall be the mandatory qualification for becoming eligible to apply for admission. Candidates having Science subjects WITHOUT Biology are not eligible for admission.

**Additional Educational Qualification:**

F.Sc. (Pre-Medical) or equivalent qualification with at least overall 45% of the total obtainable marks in the relevant examination with science subjects including Biology.

**C: Mandatory NTS Entry Test:**

As per instructions from the Health Department, Government of Khyber Pakhtunkhwa, taking the NTS Test for admissions to Public Health Schools is mandatory pre-condition for becoming eligible to take admissions in the LHV Diploma Course offered in any of the Public Health Schools under the PHSA Network.

The NTS Test will be of the level of SSC science (with Biology) or equivalent and will include science subjects, i.e., Biology, Mathematics, Physics and Chemistry in addition to English and General Knowledge.

**Any candidate failing to appear in the NTS Test on the given date, time and venue due to any reason, whatsoever, shall not be considered for admission.**

**D: Other Requirements:**

**1. Medical Fitness Certification:**

After provisional admission, all selected candidates shall produce a certificate of medical fitness from the Medical Superintendent of their concerned hospitals, as elaborated below:

Benazir Bhutto Shaheed Hospital, Abbottabad for PHS, Abbottabad  
DHQ Teaching Hospital, D.I.Khan for PHS, D.I.Khan.

Police and Services Hospital, Peshawar for PHS, Nishterabad and Hayatabad, Peshawar.

**2. Disability Certification:**

Disabled candidates applying against the seats reserved for disabled persons and/or open merit seats, shall produce a valid disability certificate as per the rules of the Government of Khyber Pakhtunkhwa. Disability not compatible with the demands of the profession will be rejected. In case of tie, a candidate with lesser disability will be selected.

**Explanatory Notes regarding Eligibility Criteria:**

1. Any candidate having passed SSC or equivalent examination without Biology as a subject **shall not** be eligible to apply for admission.
2. Any candidate having higher qualification (e.g., F.Sc. or higher, whatsoever the case may be), but having lesser than 45% of the total obtainable marks in the SSC or equivalent examination, **shall not** be eligible to apply for admission.
3. F.Sc. (Pre-Medical) or equivalent higher qualification is not a mandatory requirement for admission into LHVs Diploma, but shall be granted weightage in the form of marks, provided that the marks obtained by the candidate in F.Sc. (Pre-Medical) or equivalent examination should not be lesser than 45% of the total obtainable marks, as explained in the relevant section on selection criteria.
4. Any case, of an otherwise ineligible candidate, processed for admission, or having been granted admission, erroneously or otherwise, on the basis of irrelevant / fake / false / non-required documents or information submitted by such a candidate:
  - a) Shall not confer her any right of admission and shall be treated as ~~invalid~~ and shall be cancelled forthwith; and
  - b) Shall be treated as willful fraud or forgery on the part of such Applicant / Candidate / Student and will be preceded accordingly under the law; and
  - c) Shall be cancelled at any stage of her training / education without giving any notice or any other process, at the sole risk and cost of such Applicant / candidate / student; and

- d) Such a candidate / student shall be liable to full recovery of all the expenditure made by, or for or through, the Government of Khyber Pakhtunkhwa on her admission / education / training, including stipend paid to her, if any, and
- e) The Diploma shall be cancelled by the concerned quarters (if already awarded to such a student) along with recommendation of further lawful action against such fraudulent student; and

**Note: All the cancellations and / or other actions in the above mentioned case/s of unlawful admissions shall be executed by, or through, the office of Director General, PHSA.**

## **SECTION-IV: Procedure for Selection**

The admissions into LHV Diploma Course at Public Health Schools shall be made on merit cum choice of training institute bases for all categories. Details of this system are as follows:

### **4.1 Merit Compilation and Weightage Formula**

Merit shall be compiled on following weightage formula:

1. The total marks for merit shall be tailored to 100; and
2. Out of the total of 100 marks, a maximum weightage of 50% shall be given to marks obtained by the otherwise eligible candidate/s in the NTS Test for the purpose of admissions in LHV diploma training course, for which this Prospectus is approved; and
3. Out of the total of 100 marks, a maximum weightage of 30% shall be given to marks obtained by the otherwise eligible candidate/s in the Secondary School Certificate examination, or equivalent, with science subjects including Biology, with further subject to the condition that the total obtained marks in this examination are not lesser 45% of the total obtainable marks (because as already elaborated in relevant section, the candidates having lesser than 45% marks in SSC or equivalent exam are not eligible to apply for admission); and
4. Out of the total of 100 marks, a maximum weightage of 20% shall be given to marks obtained by the otherwise eligible candidate in the F. Sc. (Pre-Medical) or equivalent examination with Biology, subject to the precondition that the total marks obtained by the candidate/s in the F.Sc. (Pre-Medical) or equivalent examination must not be lesser than 45% of the total obtainable marks in the said examination/s.

### **Explanatory Notes for Merit Compilation**

1. A candidate having lesser than 45% marks in SSC in science subjects (with Biology) or equivalent examination **shall not** be eligible to apply.
2. In case of the obtained marks in F.Sc (Pre-Medical) or equivalent examination being lesser than 45% of the total obtainable marks, no weightage shall be awarded to such marks in F.Sc (Pre-Medical) or equivalent examination and the merit position of such candidate/s shall be determined on the basis of marks obtained in SSC Science (with Biology) or equivalent examination by adding these to the weightage of marks obtained by such a candidate in the NTS Test..

### **4.2 Compilation of Provisional Combined Merit List**

A Provisional combined merit list for all Public Health Schools, based on NTS Test marks, academic merit and Institute wise priorities of the candidates, for all Categories of regular seats will be prepared.



Similarly, a Provisional combined merit list for all Public Health Schools, based on NTS Test marks, academic merit and Institute wise priorities of the candidates, for all Categories of self-financed seats will be prepared, separately.

As explained in the explanatory notes for Table-2 in this Prospectus, under this system, the candidates in all categories will be provisionally allocated seats on merit cum choice of Public Health School bases, in different schools. This will be done by matching the merit position of candidate within each category, with her choice/s of Public Health School and the availability of vacant seats in that particular school.

If a candidate falls on merit, but has opted for admission in only one public health school, and if such candidate does not fall on merit for admission in that particular school of her choice, she shall not be offered admission in any other public health school, even if vacant seats are available in the other school/s, which she had not opted in the application form submitted to NTS. In this case the offer of admission will be made to the next candidate on merit who had opted for training in that particular Institute, where seat is available. This mechanism / method shall apply to both regular and self-financed seats.

#### **4.3 Interviews for Provisional Selection of Candidates:**

1. Keeping in view the number of candidates appearing in the NTS Test, an appropriate number of candidates on the Provisional Combined Merit List, belonging to all categories (as in Table-2), will be called through announcement on official website of PHSA ([www.phsa.edu.pk](http://www.phsa.edu.pk)) to appear before the interview committee in any of Public Health School of candidate's choice and convenience.
2. The interview shall neither be given any marks nor any weightage in determining the merit position of candidate/s, but its sole purpose will be verification of the person of applicant, assessing the general disposition as well as her apparent status of mental and physical health and the scrutiny of her credentials in-order to determine her preliminary fitness or otherwise for admission to a Public Health School.
3. In case of any doubt about the person, fitness for LHV diploma course or credentials of a candidate, etc., the interview committee may recommend an appropriate action to the Selection Committee for its final decision by the later to be executed through Director General, Provincial Health Services Academy.
4. All the candidates shall be provided an opportunity in the application form for admission to communicate their station of choice and convenience, for appearing before the interview committee.
5. It is clarified that:
  - a. For the facilitation of candidates, this station of interview may or may not be the station of choice, which the candidate might have opted for admission in the Diploma course, for which this Prospectus has been

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b. Once opted in the application form, the candidate shall not be allowed to change / alter the choice of venue of her interview in any case due to whatsoever reasons; and

6. **In this regard, all the applicants / candidates must understand, note and follow the following instructions:**

a. **No separate call letters** shall be issued to the candidate/s for appearing before the interview committee, but they will primarily be informed through uploading the list of candidate/s short listed for interview on the official website of PHSA, i.e., [www.phsa.edu.pk](http://www.phsa.edu.pk) and / or of Health Department, Khyber Pakhtunkhwa, i.e., [www.healthkp.org.pk](http://www.healthkp.org.pk) and/ or [www.nts.org.pk](http://www.nts.org.pk).

b. Moreover, as an additional measure, efforts will be made to inform the candidates about the interview date through SMS on the mobile numbers provided by them in the application form for the purpose.

However, due to possible delays or non-delivery of SMS because of problems with mobile service providers or poor or fluctuating or non-existent mobile signals in the area of candidate's availability, or any other reason, whatsoever, **the candidates are urged not to keep waiting for the delivery of SMS to the mobile number/s provided by them, but to proactively arrange to keep on visiting the above mentioned website/s to keep them updated about the test and / or interview and / or the final outcome of selection process.**

**IMPORTANT NOTES:**

In view of the foregoing, it is communicated that it shall be the responsibility of all the candidates to:

- a) Provide correct and fully operational mobile numbers in the application form to receive the SMS related to interview without failure or delay; and
- b) Should not provide Service Changed or Ported (MNP) mobile numbers ***fk \JWsJgsVtLbj YfHYsZca scbYsa cVJYsbYtk cf\_shtsUbch Yfts*** in the application form to avoid or minimize the chances of non-receiving of SMSs related to interview and / or selection / admission process; and
- c) Frequently keep on checking the official website/s mentioned above to know the date, venue and time of their interview well in time.
- d) PHSA or Health Department or NTS Pakistan shall not be responsible for any failure on the part of candidate/s in checking the official websites, for reason/s whatsoever, to remain and keep themselves updated in relation

to various time bound communication messages regarding NTS test, interview, admission, etc. as the case may be.

**Any candidate, who does not appear before the interview committee on due date, time and venue because of any reason, whatsoever, shall not be considered for admission despite falling on merit in the selection list and the interview shall not be rearranged for any such candidate/s.**

#### **4.4 Final Merit List and Selection of Candidates for Admission:**

After completion of the interviews the category-wise lists of selected candidates shall be prepared for admission against the available vacant seats on the bases of merit cum choice of Public Health School (as explained in relevant sections of this prospectus).

After approval by the Selection Committee, the category-wise lists of selected candidates shall be uploaded on one or both of the official website/s of PHSA [www.phsa.edu.pk](http://www.phsa.edu.pk) and/or of the Health Department, Khyber Pakhtunkhwa, [www.healthkp.gov.pk](http://www.healthkp.gov.pk) along with a common offer letter of admission for all the selected candidates in all categories.

**Bc`gYdUfUHy`WU` `YthYfg`#cZZf` `YthYfg`Zcf`UXa Jgg]cb`gl U` `VY` Jggi YX`hc` ]bX]j ]Xi U`gY YWYX`WUbX]XUHyg`]b`UbmiWUHy] cfm**

For further convenience of candidates, the same lists will also be simultaneously displayed at a prominent place in all the Public Health Schools of the PHSA Network.

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

The selected candidates not reporting for admission shall lose their right of admission, which shall then be offered to next candidate/s, on merit cum choice of Public Health School bases through the same official website/s, as per selection procedure.

In case any seats remain unoccupied by the selected candidates in the first final merit and selection list, a second selection list may be prepared from the already interviewed candidates on the waiting list, on bases of the same merit cum choice of Public Health School system of selection.

The second list, if required to be issued, shall be uploaded on the same official website/s by giving a similar five working days timeframe, for the candidates from the second list, to report for admission to the concerned Public Health School.

Subject to the situation, the process of issuing such lists may continue till the filling of all vacant seats by the selected candidates, but not later than one month or till the deadline for registration or minimum attendance deadline in view of guidelines issued by the Pakistan Nursing Council, whichever is earlier.

#### **IMPORTANT NOTES:**

In view of the foregoing, the candidates are advised in their own interest:

1. To frequently keep on visiting both the above mentioned official website/s to avoid missing the opportunity of admission; and
2. To very carefully fill the application form to ensure about choices/prioritization of Public Health School, because these parameters shall be some of the main factors to decide the merit based allocation of Public Health School under this system of admissions. The responsibility of any omission/s or mistake/s in filling the admission form shall rest with the candidate, as explained in relevant section above; and
3. To be very careful about mentioning the choice of Public Health School, because any candidate who would have not opted for a particular Public Health School in the application form, shall not be considered for admission in that particular Public Health School despite falling on merit and availability of vacant seat.

This is IMPORTANT because any change/alteration in the choice/ prioritization of Public Health Schools shall **not be Allowed** afterwards, once the application form is submitted to the NTS-Pakistan, for the purpose of admission.

#### **4.5 How to Apply? Application and Admission Guidelines**

Keeping the instructions of advertisement and this prospectus in view, all applicants shall apply through filling all relevant information in a single NTS application form accordingly as per following details:

##### **4.5.1 General Guidelines:**

1. Admissions will be offered to the public through an advertisement in national press from the National Testing Service- Pakistan (NTS) and all or any of the following official website/s:
  - 1.1. Provincial Health Services Academy:  
[www.phsa.edu.pk](http://www.phsa.edu.pk)
  - 1.2. Health Department, Khyber Pakhtunkhwa:  
[www.healthkp.gov.pk](http://www.healthkp.gov.pk)
  - 1.3. National Testing Service- Pakistan:  
[www.nts.org.pk](http://www.nts.org.pk)

2. This Prospectus for 2017-2019 will be uploaded in PDF format, to all or any of the above mentioned official website/s.
3. All the interested candidates are advised to download and carefully study the full Prospectus before applying for the LHV Diploma Course.
4. In case the candidates need any clarification, they may contact Mr. Afsarullah, LHV Admissions Coordinator, PHSA, Peshawar [admissions@phsa.edu.pk](mailto:admissions@phsa.edu.pk) for applications, on the following phone number(s) and / or email address:  
 Phone Numbers: (+) 92-91-2614223 to 2614225 (Ext. 121)  
 Email address: [admissions@phsa.edu.pk](mailto:admissions@phsa.edu.pk)
5. The interested candidates should apply directly to the National Testing Service-Pakistan (NTS) as per procedures laid down in the advertisement.
6. **Applications for admission should Not be sent to PHSA and/or any of the Public Health Schools.** Application form not submitted to the NTS-Pakistan shall not be processed.
7. Taking NTS Test is a mandatory requirement to continue with further process related to admissions into LHV Diploma Course, offered by the Public Health Schools in PHSA Network, Khyber Pakhtunkhwa.
8. The dates for NTS Test shall be communicated to candidates through official website/s mentioned above, as well as through Short Messaging Service (SMS) by the NTS Pakistan 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 of SMS. Because of possibility of problems in delivery of SMS due to any reason, the candidates are advised to keep them very frequently updated through the official website/s mentioned earlier in this Prospectus.
9. The NTS Test shall be a one-time mandatory activity which shall not be repeated and any candidate missing the NTS Test due to any reason/s, whatsoever, shall not be eligible for admission.
10. **All Candidates must bring the following documents with them along for appearing in the NTS Test along with Roll No. Slip, otherwise they shall not be allowed to sit in the NTS test:**
  - a) **Candidates above 18 years must bring:**
    - i. **Original valid CNIC; or**
    - ii. **Original valid Passport**
  - b) **Candidates below 18 years must bring:**
    - i. **Original Form-B; or**
    - ii. **Original Matric Certificate (having Photograph) OR**
    - iii. **Original Domicile (having Photograph)**
11. The candidate should give at least two valid mobile numbers which must be active and contactable.
12. For technical reasons, safety of receiving SMS and minimizing the risk of non-receipt of the SMS the candidates are advised **not to provide** the service changed or ported mobile numbers **in** the application form.

13. Category wise final combined merit and selection list/s, for all Public Health Schools will be prepared after the interviews. The candidates will be offered admission on merit in different Public Health Schools through uploading the list/s on the official website/s of PHSA and / or Health Department as elaborated earlier in this Prospectus.
14. The Public Health School wise list of interview will be displayed on the official website/s as described in relevant section of this prospectus, after NTS Test result.
15. After Interview, final merit and selection lists will be compiled based on interview committee's recommendations.
16. Admission granted by the Selection Committee shall be provisional and shall not mean any commitment or entail any legal liability till its conformation by the PNC/ Nursing Examination Board, Khyber Pakhtunkhwa through registration.
17. In case of any doubt or undefined validity of any academic qualification as equivalent to a recognized examination, or any other reason, the provisional admission will be subject to the verification, recognition or equivalency certification of the relevant educational qualification by the concerned body /institution.
18. In case of any ambiguity that may arise in the process of selection, the decision of the Selection Committee shall be final.
19. The merit list, selected candidates list/s and other related correspondence will be displayed on notice board of relevant Public Health Schools and on PHSA website, i.e., [www.phsa.edu.pk](http://www.phsa.edu.pk) and will **not be communicated** to anyone in person, through any other means, whatsoever.
20. During the LHV Diploma course, no candidate will be allowed to take admission in any other course or appear in any examination without prior permission from the concerned Public Health School.
21. If any candidate fails to appear either in NTS Test or before Interview committee, her application will not be considered for further selection.
22. All the applicants in all categories shall ensure the following documents enclosed with application form to be submitted to the NTS Pakistan.:
  - 22.1 Attested photocopies of SSC / F.Sc. (Pre-Medical) or equivalent examination certificates along with detailed marks certificates of both the examinations or equivalent.
  - 22.2 Attested photocopy of Domicile Certificate
  - 22.3 Attested photocopy of CNIC or Form-B of the applicant.
  - 22.4 Attested photocopy of Father/Guardian CNIC
  - 22.5 Character certificate from educational institution last attended by the applicant.
  - 22.6 Three recent passport size photographs with blue background, duly attested.
  - 22.7 Valid disability certificate (where applicable)
  - 22.8 Valid Hifz-e-Quran certificate from Registered Deeni Madrassa (where applicable).

23. 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, her admission will be cancelled forthwith and legal action will be taken against her.
24. Incomplete, improperly filled application forms in any respect, and tampered or overwritten documents shall not be acceptable.
25. Each applicant shall apply to at least one public school of their choice. Although the applicant can apply to some or all Public Health Schools through that very single application form, however the candidate must prioritize Public Health Schools as per choices. Choices and options of priorities once given in the application form will be considered final and shall not be changed/added/deleted after submission.
26. Additional twenty (20) marks will be added to the marks obtained in SSC or equivalent examination, for Hafiz Quran before calculating the weightage for this examination in the merit formula. (The criteria for Hafiz Quran include Hifz Test as well as a certificate from registered Deeni Madrassa concerned).
27. All the provisionally selected candidates for provisional admission shall sign an affidavit on a stamp paper of appropriate value, duly attested by a Notary Public and submit the same to the Principal of Public Health School concerned before provisional admission. Specimen of the Affidavit is available on the last page of this Prospectus.
28. FATA candidates with a valid domicile certificate and fulfilling all other criteria for admission to regular seats shall apply on their reserved seats.
29. Candidates from Khyber Pakhtunkhwa and FATA with a valid domicile certificate and fulfilling all other criteria for admission can also apply to KP/FATA Self-Financed seats.
30. Disabled candidates from Khyber Pakhtunkhwa and FATA with a valid domicile certificate and fulfilling all other criteria for admission can also apply to KP/FATA Self-Financed seats.
31. Candidates from AJ&K and Gilgit Baltistan with a valid domicile certificate and fulfilling all other criteria for admission shall apply for their respective Self-Financed seats.
32. It is obligatory that parents/authorized guardian should be present at the time of admission.

#### **4.5.2 Admission Guidelines and Selection Criteria for Candidate with Physical Disability**

The candidate with physical disability may apply against the regular seats in category-1&2 (Table-2) as well as against the reserved seats for disabled persons, with the following conditions:

1. A valid disability certificate as per the rules of the Government of Khyber Pakhtunkhwa.
2. Extent of disability and the fitness of such disabled person for admission in LHV Diploma course shall be assessed and certified by the standing Medical Board.

3. In case a candidate is declared unfit for admission, the candidate will be dropped from admission.
4. The disability shall be of a permanent nature and not temporary due to illnesses e.g. fracture etc.
5. Disabled person should be mentally fit and physically able to carry out her studies and can perform professional duties after qualifying the two years LHV Diploma course.
6. A severely disabled person (spinal problems, movements, handling of instruments, eyesight and hearing, etc., etc.) is ineligible for admission into the LHV Diploma course.

**Important Note: Rules, regulations etc. of the Pakistan Nursing Council (PNC) and the Nursing Examination Board ((NEB) Khyber Pakhtunkhwa, as prescribed, amended or to be amended from time to time, governing or pertaining to selection, admission, teaching & trainings and examination shall govern the 02 years Lady Health Visitors Diploma Course.**

#### **4.6 Migration / Transfer / Change of Self-Financed Status:**

- a. There shall be complete ban on migration in the first year, but it may be allowed in the start of second year (within one month) subject to availability of vacancy in the recipient institute; and
- b. No student is allowed to migrate from Private Institute to Government Public Health School and vice versa under any circumstances; and
- c. A student once admitted against self-financed seat, shall not be shifted to regular seat, even if the same falls or remains vacant due to any reason; and
- d. If the admission of a student admitted against a self-financed seat is terminated due to any reason, the fee and other dues, etc., paid by her shall not be refundable under any circumstances for any duration of studies.

#### **4.7 Interview Committee:**

<b>S.NO.</b>	<b>DESIGNATION</b>	<b>TITLE</b>
1.	Principal concerned Public Health School	Chairperson
2.	Senior Instructor, concerned Public Health School	Secretary
3.	Representative of PHSA	Member

##### **4.7.1 Terms of References for Interview Committee:**

1. To verify the person of the applicant and her attendance in the interview.
2. To check all required documents for fulfillment of eligibility criteria, age etc.
3. To propose necessary correction/s, verification/s in the record and/or merit list, as and when required.



#### 4.8 Selection Committee for Admission:

S.NO.	DESIGNATION	TITLE
1.	Director General PHSA	Chairperson
2.	Director HRD PHSA	Member
3.	Director M&R PHSA	Member
4.	Principal PHS Nishterabad /Coordinator LHV Education	Member
5.	Computer Programmer PHSA	Secretary

#### 4.8.1 Terms of Reference for Selection Committee:

1. To compile and approve Final Merit list/s for all categories as explained in Table-2, based on academic and NTS marks selection criteria and interview lists; and
2. To compile and approve selection lists for each Public Health School, as per selection criteria; and
3. To select candidates from waiting list as replacement in case of any drop out of the already selected candidates.

#### 4.9 Teaching / Learning Strategies:

1. Classroom Lectures
2. Demonstration, using Audio Visual aids (Modules/Charts and short documentaries)
3. Discussions
4. Practical in the laboratory/MCH Centre.
5. Educational Field Trips/Visits
6. Practical Training at affiliated hospitals, centers and specified community.
7. Home Visits as part of practical trainings.

## **SECTION-V: Disciplinary and Conduct Rules For Public Health Schools**

### **5.1 Preamble**

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

1. "Student" means a student on the Roll of a Public Health School.
2. "Indiscipline" means any act, which disturbs the smooth running and good order of the Public Health School and / or hostel.
3. "Expulsion" means cancellation of admission of the student debarring her from the institute at least for one session, or, for ever.
4. "Rustication" means removal of student from the roll of the Public Health School for one or more calendar years or the remainder of the current years in which the order is passed and barring the students to appear in the final examination.

### **5.2 General Conduct:**

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

1. Students in all settings on school premises and hospital are expected to dress in a simple and decent manner.
2. Students individually or as a group, will obtain written approval before organizing or assisting in Organizing demonstrations, rallies or picketing on school premises.
3. All political, ethnic, religious and social activities/events held in the school must have prior written Authorization from the institute.
4. Students will ensure that their actions do not endanger or threaten the health, safety or wellbeing of themselves or another person.
5. Students will refrain from any behavior which can be interpreted by others as harassment.
6. Student will obtain written authorization before making public statements, communication or correspondence with the press or other media for mass communication.
7. Student will refrain from any activity which is subversive of discipline and may constitute misconduct.
8. In case of violation of the Institution's 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 stay at the institute/hostel.
9. **Federal/Provincial Laws and Ordinances:** Violation of a Federal/Provincial law or ordinance will be dealt accordingly under such laws.
10. **Gender Mixing:** Students are strictly directed to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas shall not be tolerated or allowed, but shall be proceeded for disciplinary or other lawful measures against the involved students/persons.
11. **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 including washrooms. The designated waste boxes should be used for the purpose.

## 12. **Sports**

- 1.1 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.
- 1.2 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.
- 1.3 Individuals signing the player registration form are agreeing to abide by this code of conduct and will accept that any deviation from these rules will result in disciplinary action being taken by the Institute.

## 5.3 **Acts of Indiscipline/Misconduct**

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

1. Insolence, uses 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 causing any damage to public property.
4. Carrying, possessing or keeping in custody, within the premises of the Institute or Hostels, of any arms, ammunition and/or any other weapon or device dangerous to life.
5. Organizing a strike or to make an attempt to organize or participate in a strike or to use pressure on teachers or Principal or against other government functionaries against their lawful authority or obstruct the enforcement/implementation of rules and regulations.
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; and / or preaching against any other religion.
8. Participation in any political activity or seeking membership of any political party/political student's body.
9. **Theft.** Theft, or attempted theft, of property or belongings of others and/or of the training institute/s including but not limited to hospitals, and community households.
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 on Institute premises or at Institute-sponsored activities.
11. **Harassment.** Meaning in following: -
  - 11.1 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.

11.2 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.

11.3 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 student after receiving final warning to a three-member committee constituted by the Principal.
15. **Disciplinary Offence** will be liable to one or more of the following steps taken by the disciplinary committee comprising of the faculty members.

#### **5.4 Disciplinary Committee of Institutes:**

Each Institute shall notify a Disciplinary Committee of the Institute comprising one Chairperson and two members from the teaching staff. The Terms of Reference of this Committee shall be as under:

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

Director General PHSA shall 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:

##### **5.5.1 Minor Penalties:**

1. **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.
2. **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.

3. **Fine.** Principal may impose a fine up to a maximum of Rs.5000/-(Rupees five thousands only), to be deposited into the student funds in official bank account of the concerned Institute.
4. **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.
5. **Removal of privileges.** The Principal may cancel any privilege/s including stipend enjoyed by the student.

#### **5.5.2 Major Penalties:**

- 1) **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.
- 2) **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.
- 3) **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 official bank account of the concerned Institute.
- 4) **Permanent Expulsion / Rustication.** The Principal may permanently expel / rusticate any student from the Institute at any stage of her education / training.

#### **5.6 Readmission**

1. Within the limits set by the relevant rules and regulations laid down by the PNC, students remaining continuously absent for 14 days or more without a reasonable cause, will be liable to be struck off the rolls of the Institute. Such students 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. However, the final limits set by the PNC for this purpose shall not be crossed under any circumstances.
2. Within the limits and criteria set by the PNC for readmission, a student can avail this opportunity only once. None of the student will be allowed readmission twice.
3. In all cases where these rules are silent or where there is difference of opinion about their interpretation, the decision of the Director General PHSA shall be final, to the extent it is not inconsistent with any other prevailing laws, rules or regulations.

### **5.7 Attendance/ Leave Rules and Examination Rules:**

1. 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. 50 will be charged for each absentee.
2. Student's attendance during clinical/practical trainings will be observed through a card that will be signed by the concerned unit's focal person and will be verified by the Principal
3. Attendance in classes and clinical trainings is mandatory, minimum attendance in all subjects required shall be 85%. Any student who does not meet the minimum required attendance will not be allowed to appear in the Examination.
4. If a student continuously fails to attend lectures during the first four weeks after the commencement of the Preliminary Training Session (PTS) classes, as per announced schedule, her admission shall stand cancelled automatically without any notification.
5. 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.
6. A student whose record shows continuous absence for two weeks during the course without any intimation is liable to have her name struck off the roll without any notice.
7. For medical leave M.S of the concerned Hospitals will countersign the medical certificates etc. Certificate from private clinic / hospital shall not be entertained.

### **5.8 Progress Report/Eligibility for Appearing in the Examination**

Subject to PNC rules and regulations, a candidate must fulfill the following criteria to make her eligible for taking the LHVs examination:

1. She must complete the prescribed course of LHV Diploma to appear in examinations.
2. She must acquire 85% attendance in all subjects including demonstration, practical/clinical training.
3. Internal assessments shall be conducted at periodic interval. Marks obtained by the students in the internal assessment may be considered for fitness towards registration/ examination by the Nursing Examination Board, Khyber Pakhtunkhwa.
4. She must bear a good character/conduct and abide by the rules of the Public Health School.
5. Where a candidate is barred from examination for any reason and she enters the examination room and sits for the paper, 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.

- i. Reference book like encyclopedias, dictionaries etc.
- ii. Periodicals.
- iii. Professional books.

Following rules, inter alia, shall govern the borrowing and maintenance of library items:

1. A card known as 'Library card' shall be issued to each student permitted to borrow books from the library. Such cards shall be non-transferable strictly and shall have to be presented at the time of using library facility.
2. 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.
3. Request for renewal of a book should be made before its due date. It will be reissued provided that no one else has demanded it.
4. 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.
5. A book lost/damaged will have to be replaced by the borrower.
6. Late fee of Rs.5/- per day/ volume will be charged from the students if books are not returned within the prescribed period.
7. The principal will have the discretion to write off the late fee to borrower.
8. At the time of annual stock taking the library shall 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.
9. Audio and videotapes shall be treated as reserved and are not meant for lending to borrowers. These can be borrowed by the instructor for playing to the class and to be returned to the library soon afterwards.
10. The librarian / In-charge Library shall have the right to refuse entry to the library of any person who is not member of the library or a member who is under suspension, if instructed by the competent authority.
11. Any case of indiscipline including stealing of book etc. will be reported to the Principal concerned.

## 5.10 Student Identity Card

On admission, every student will be provided non-transferable identity card at the cost of Rs.200/. 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.300/-.

### 5.11 Uniform Dress Code:

- I. Summer: White Shalwar Kameez and Dupata and Koti, black shoes (flat, non-noisy), white socks.
- II. Winter: same dress with Navy Blue, full sleeves, front open Cardigan.
- III.

In order to maintain academic dignity and sanctity of the institution, students and staff of the Institute 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 life style highly desired at the Institute.

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

### 5.12 Stipend for Students selected against Regular seats

1. The student of LHV Diploma Course selected against the regular seats only, shall be provided stipend in accordance with the Government of Khyber Pakhtunkhwa, notification(s) in this regard, as prescribed from time to time.
2. Subject to decision of the Government of Khyber Pakhtunkhwa, each of the candidate selected against the regular seats only, may be paid a monthly stipend, the amount of which may vary (increased or reduced to any level) as per government directives and provision of funds for the purpose.
3. If a student leaves training at any stage of the course at her own accord or expelled from the institute on disciplinary grounds, she will have to refund the whole amount of stipend received by her during the period of training before she leaves the school. (This amount shall be refunded to the institute by the student or her guardian within 15 days of leaving the school.)
4. Absence from the class, breach of discipline, neglect of duties or reprehensible conduct etc. may result in stoppage/ reduction / cancellation of stipend on permanent or temporary basis.

### 5.13 Hostel Rules:

**Subject to availability of accommodation, the LHV students, preferably non-locals, are eligible for hostel accommodation. When accommodation is limited, the decision will be taken on merit, however, preference will be given to the students coming from far-flung areas.**

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

1. Boarder shall not engage in any activity subversive to law and order.
2. They have to abide by the instructions issued by the institute and Hostel Administration from time to time.

3. No student shall be allowed to use electric heater and Air Conditioner, etc. in the hostel.
4. The students are required to bring their bedding according to the season at the time of joining the institute. The Institute shall provide furniture only.
5. 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.
6. Un-authorized stay will amount to trespass under the law.
7. The boarder room and their personal belongings are liable to frequent inspection by the institute or hostel administration.
8. All the boarders are required to perform voluntary duties pertaining to the running of the hostel as and when assigned by the Hostel administration.
9. In case of any breach of conduct, the student concerned and the accomplices will be liable to be expelled from the hostel.
10. Strict cleanliness shall be maintained. Fixtures and appliances shall neither be damaged nor mishandled. The defaulters shall be made to pay the cost of the damaged items.
11. 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 hostel. The students are responsible for cleanliness of their allotted rooms.
12. No guest will be allowed to visit the rooms or stay for the night. The students will meet their guests in the meeting room. The guest must leave the hostel and Institute premises by 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.
13. Authorized guest must show their CNIC at the gate, at the time of visit.
14. Playing of musical instruments and record players is prohibited in the hostel.
15. Hostel timings as notified by the administration, in routine, shall be observed strictly. Defaulters will be dealt with severely.
16. No boarder shall remain outside the hostel without prior permission and shall return to the hostel before sunset.
17. In emergency cases only, prior permission i.e. night pass shall be requested by the students for overnight stay outside the hostel, failing which the boarders shall be liable to strict disciplinary action.
18. 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.
19. Frequent night round will be made by the Hostel administration, in case any boarder is found absent; a written report will be submitted to the Principal for taking strict action against the defaulter.
20. Students' room can be changed on the order of the school or hostel administration without any consent.

21. All the boarders residing in the hostel of Public Health School will have to vacate their rooms within three days after final examination.
22. No day scholar is allowed to visit the hostel premises without special permission from the Principal/Housekeeper in writing, otherwise they will be fined Rs. 200/-.
23. One week before the commencement of any examination they will be allowed to reside again till the end of examination.
24. Boarders can visit or accompany any such visitors whose name or photocopy of identity card is given by their parents/guardians in the hostel admission form. However no boarder shall remain outside the hostel without prior permission and shall return to the hostel before sunset
25. Boarders are allowed to visit their homes twice a month on Saturday after school hours or on certain holidays after obtaining permission from the hostel administration and confirming it from the Principal. Overstay will automatically cancel the next chance of home visit and such student shall be fine Rs. 200/- per day of overstay, which will be deposited into the official bank account and will be used like institute fund.
26. Authorized visitors may visit on Saturday/Sunday and public holidays during visiting hours only and not on working days, they must show their CNIC at the gate at the time of visit.
27. Hostel timings as notified by the administration, in routine, shall be observed strictly. Defaulters will be dealt with severely.
28. In emergency cases only, prior permission i.e. night pass shall be requested by the students for overnight stay outside the hostel, failing which the boarders shall be liable to disciplinary action.
29. The boarder students have to pay full month mess fee whether they stay in hostel for a week or full month.

#### **5.14 Medical Checkup:**

1. The Public Health School concerned shall arrange a medical checkup of each student by a female doctor at least every six months and will maintain the medical fitness/ health record of each student.
2. Subject to availability, every possible treatment shall be provided to ill students, however, serious cases will be referred to nearby hospitals for specialized treatment and the parents/ guardians will be informed accordingly.

#### **5.15 Fee and Subscription:**

##### **5.15.1 Fee / charges to be charged from all students (for both Regular and self-financed students)**

The following amount shall be charged:

- |    |   |            |
|----|---|------------|
| 1. | Registration Fee for NEB (may vary from time to time) | Rs.1,000/- |
| 2. | Registration Fee for PNC (may vary from time to time) | Rs.500/-   |
| 3. | Midwifery Exam Fee (may vary from time to time)       | Rs.3,500/- |
| 4. | Public Health Exam Fee(may vary from time to time)    | Rs.3,500/- |

- |    |   |            |
|----|---|------------|
| 5. | Documents verification fee  | Rs.600/-   |
| 6. | Institute Fund (once in two years)  | Rs.2,000/- |
| 7. | Institute / Hostel Security (Refundable) for Two years  | Rs.2,000/- |
| 8. | Hostel Mess Money per month to be charged, as per actual expenditure, from hostel residents availing mess facility. |            |

**5.15.2 Additional fee structure (non-refundable) for two years LHV Diploma in Public Health Schools for self-finance students (Shall be charged once in two years in addition to charges mentioned in clause 5.15.1 above):**

- |    |   |                       |
|----|---|-----------------------|
| 1. | Admission fee once for two years (non-refundable) | = Rs. 2,000/-         |
| 2. | Tuition fee for two years (non-refundable)        | = Rs. 24,000/-        |
|    | <b>Total (non-refundable) additional dues</b>     | <b>= Rs. 26,000/-</b> |

**5.15.3 Hostel boarding charges for self-finance seats for two years:**

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|---|----------------------|
| Hostel boarding charges (non-refundable)  | = Rs. 12,000/-       |
| Hostel Utilities charges (non-refundable) | = Rs. 6,000/-        |
| <b>Total (non-refundable)</b>             | <b>= Rs.18,000/-</b> |

**Explanatory Notes:**

1. The selected candidates (both regular and self-finance) will deposit the full amount of fees and charges at the time of admission in the authorized bank.
2. The Principal of the Public Health School shall be responsible to timely deposit the admission fee, hostel boarding & utilities charges into the Government Treasury.
3. Tuition fee will be deposited in the official bank account of the Public Health School and shall be utilized for the payment of honoraria to the visiting faculty, as and when required, after approval of the competent authority.
4. Institute fund will be utilized, subject to guidelines and approval issued by the Director General PHSA, to fulfill various requirements of Public Health School concerned including the arrangements / improvements for LHV's education / training by the School.
5. Mess Money is to be charged as per policy of the concerned institution.
6. The Institute / Hostel refundable security will be refunded to students while leaving the training.

**: cf' Ubmí WUfJWUjcb' cf' ei Yffmž d'YUgY' VcbtUWñ Uñ**  
**Í Uxa jggjcbg4 d\ gU'YXi 'd Í' D\ cbY' . - \$- %&\*% &&!&)' fDl H' %&%&' cf'**  
**j jg]hi g'cb Í \ ltd.##k k k 'd\ gU'YXi 'd Í"**

**AFFIDAVIT**

I, Miss \_\_\_\_\_, Daughter/Ward of \_\_\_\_\_, provisionally selected as LHV Student for two years diploma course in the Public Health School \_\_\_\_\_, do hereby solemnly declare that:

1. I shall abide by all the rules, regulations, terms & conditions mentioned in the Prospectus governing my admission into LHV training course, and/or, of the Public Health School, as issued or amended or to be amended from time to time; and
2. I shall not indulge in any sort of political, sectarian and/or subversive activities, neither shall I organize or become a member of a body involved in suchlike activities during the course of my LHV training; and
3. I shall not object to any unforeseen or planned change in the duration, curriculum and / or teaching / learning methodology as related to my LHV diploma training; and
4. I shall refund the entire amount of expenditure made by, and/or for, and/or through the Government of Khyber Pakhtunkhwa on my LHV 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
5. I shall not claim any reimbursement from the Public Health 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 LHV 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
6. If it is proved that my candidature / admission into LHV training course is / was the result of, or based on provision of some fake / counterfeit / false / irrelevant document/s or information, my admission / training / Diploma 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 LHV student; and
7. I am not married and I shall not enter into marriage during the entire duration of my study / training in LHV diploma course. In case this affirmation by me is found to be incorrect / false at any stage, I shall neither have any objection upon action/s taken against me, as elaborated in the approved Prospectus for my LHV Diploma course, nor shall I challenge these decision/s and / or action/s at any forum.

**SIGNATURES OF THE STUDENT**

Name: \_\_\_\_\_  
D/O \_\_\_\_\_

<b><u>Signatures of Witness 1:</u></b> Name _____ Father Name _____ CNIC No. _____ Address: _____	<b><u>Signatures of Witness 2:</u></b> Name _____ Father Name _____ CNIC No. _____ Address: _____
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**To be attested by a Notary Public under his / her official seal.**