

PROSPECTUS
for
DIPLOMA IN GENERAL NURSING AND MIDWIFERY (04-YEARS)
SESSION 2018-2021
in
THE SCHOOLS OF NURSING, HEALTH DEPARTMENT
KHYBER PAKHTUNKHWA



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

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PROVINCIAL HEALTH SERVICES ACADEMY NETWORK

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 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), 08 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.

**SECTION-I : 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 Diploma in General Nursing and Midwifery Course Session 2018-2021, 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-2: DIPLOMA COURSES IN GENERAL NURSING AND MIDWIFERY

2.1 Introduction

The public sector Nursing Schools under the PHSA Network in Khyber Pakhtunkhwa offer General Nursing and Midwifery Diploma courses taught and practiced as an amalgamated program of two Diplomas with a total duration of 04-years at the schools and affiliated teaching hospital(s) as approved by the Pakistan Nursing Council (PNC).

The students are initially enrolled into *General Nursing Diploma Course* of three (03) years duration. Upon the successful completion of this course of studies, the students are required to take up an additional one (01) year course of study for *Diploma in Midwifery*. Public sector Nursing Schools under the PHSA Network include the following:

1. School of Nursing, Ayub Teaching Hospital (ATH), Abbottabad
2. School of Nursing, DHQ Hospital, Bannu
3. School of Nursing, Mardan Medical Complex (MMC), Mardan
4. School of Nursing, Mufti Mahmud Memorial teaching Hospital (MMMTH), Dera Ismail Khan
5. School of Nursing, Saidu Group of Teaching Hospitals (SGTH), Swat
6. School of Nursing, Hayatabad Medical Complex (HMC), Peshawar
7. School of Nursing, Khyber Teaching Hospital (KTH), Peshawar
8. School of Nursing, Leady Reading Hospital (LRH), Peshawar
9. School of Nursing, Liaqat Memorial Hospital (LMH), Kohat

2.2 Seats Distribution, Eligibility And Selection Criteria

There are a total of two hundred and eighty three (283) seats tentatively available for admission in first year Diploma in General Nursing and Midwifery for the session 2018-2021 at the Nursing Schools under the PHSA Network in Khyber Pakhtunkhwa as per the following details:

2.2.1 Table-1:Details of School-wise Seats for Admission in 04 years General Nursing and Midwifery Diploma in the PHSA Network:

S. No.	School of Nursing	Tentative Available Seats
1.	School of Nursing, KTH, Peshawar	97
2.	School of Nursing, LRH, Peshawar	50
3.	School of Nursing, HMC, Peshawar	34
4.	School of Nursing, ATH, Abbottabad	31
5.	School of Nursing, MMC, Mardan	17
6.	School of Nursing, SGTH, Swat	16
7.	School of Nursing, DHQ Hospital, Bannu	15
8.	School of Nursing, MMMTH, Dera Ismail Khan	12
9.	School of Nursing, LMH, Kohat	11
	TOTAL	283

2.2.1.1 Explanatory Notes for Table-1

1. The number of tentatively available seats may change due to various factors and reasons that may affect the admission of an applicant.
2. Selection for admission into Diploma in General Nursing and Midwifery shall be made through a common selection list based on open merit for each category of candidates, as elaborated in Table-2 of this Prospectus. Individual school based merit lists will not be issued.
3. Due to ongoing restructuring of nursing education in the province and other factors, the number of students/seats in various Schools of Nursing may be required to be changed due to possible closure of some of the schools during the 2018-2021 session. In such a case, the students of these schools may be shifted to any other School/s of Nursing, which may be situated at some other location / city of the Province. In such a case the enrolled students of session 2018-2021 and / or their parents/guardians shall have no right to challenge the decision, but to obey the decision and the arrangements made in this regard.
4. The rules and regulations etc. of the Pakistan Nursing Council (PNC) and the Nursing Examination Board (NEB) Khyber Pakhtunkhwa as prescribed, amended or to be prescribed / amended from time to time

shall govern the Selection, Admission Teaching / Training and Examination and other related affairs of the Diploma in General Nursing and Midwifery Course.

2.2.2 Table-2:Category wise details of total seats available for admission in 1st Year of Diploma in General Nursing and Midwifery session 2018-2021

Category	Domicile	Category of Seats	Basis of Selection	Total Seats	Remarks
1	Khyber Pakhtunkhwa	Eligible female fresh candidates	Open Merit	252	All seats ultimately falling vacant from the quota of Category-2 & 3 shall be shifted to seats in Category-1 to be filled through eligible fresh female candidates from Khyber Pakhtunkhwa.
2	FATA	Eligible female fresh candidates	Open Merit	28	
3	Khyber Pakhtunkhwa /FATA	Disabled female fresh candidates	Open Merit among eligible disabled candidates	03	
Total Seats				283	

2.2.2.1 Explanatory Note for Table-2

1. Admission into Diploma in General Nursing and Midwifery is offered only to eligible female candidates from Khyber Pakhtunkhwa and FATA. Male candidates shall not be allowed admission.
2. The disabled candidates in Category-3 may also apply for Category-1 and Category-2 as the case may be, through the same application form. Separate application form is not required for this purpose.
3. Seats remaining vacant from Category-2 & 3 despite observing all conditions above will be shifted to the Category-1 of open merit for fresh candidates from Khyber Pakhtunkhwa.
4. The selection of candidates for seats in various categories shall be made on open merit basis among the eligible female candidates in the same category in accordance with the merit calculation formula as explained in the relevant section of this Prospectus.
5. For allocation of Schools of Nursing in line with the school related prioritized choices of candidates, an overall combined merit list will be prepared by merging all the lists of selected candidates, from 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.
6. The allocation of Schools of Nursing 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.

7. 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.
8. 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 comparative assessment of the extent of disability. If deemed appropriate, the selection committee may seek opinion of the Standing Medical Board.
9. In case of any query / doubt regarding the extent of disability, vis-à-vis the level of fitness required for performing the duties of a nurse, the Selection Committee may seek the opinion of Standing Medical Board at Police and Services Hospital, Peshawar.

2.3: Mandatory Eligibility Criteria For Candidates

A candidate eligible to apply for admission in Diploma in General Nursing and Midwifery course shall fulfill all of the following criteria:

2.3.1 General Eligibility

1. Nationality

The applicant must be a bonafide citizen of Pakistan from Khyber Pakhtunkhwa and FATA.

2. Domicile

2.1 Khyber Pakhtunkhwa for category 1 & 3 of candidates as elaborated in Table-2 of this prospectus.

2.2 FATA for category 2 & 3 of candidates as elaborated in Table-2 of this Prospectus.

3. Gender

Only female candidates can apply.

4. Marital Status

Exclusively for unmarried female candidates. Married candidates are not eligible for admission, and marriage shall not be permissible during the entire course of training (as per PNC requirements).

5. Age Limits

Age limits 15-30 years; to be reckoned from closing date for applications submission.

6. Medical Fitness

All candidates must produce a medical fitness certificate from the Medical superintendent of their respective DHQ hospital.

7. Disability Certificate

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 nursing profession will be rejected.

2.3.2 Educational Qualification Eligibility for Diploma in General Nursing and Midwifery course:

1. Mandatory Educational Qualification

Matric / Secondary School Certificate (SSC), or equivalent qualification with science subjects including Biology, Physics, Chemistry and Mathematics having obtained at least overall 55% of the total obtainable marks in the final examination, shall be the mandatory qualification for becoming eligible to apply for admission.

2. Additional Educational Qualification:

F.Sc. (Pre-Medical) or equivalent qualification with at least overall 50% of the total obtainable marks in the relevant examination with science subjects including Biology.

2.3.3 Mandatory NTS Test:

As per instructions from the Health Department, Government of Khyber Pakhtunkhwa, taking the NTS Test for admissions to Nursing Schools is mandatory pre-condition for becoming eligible to take admissions in the Diploma in General Nursing and Midwifery course offered in any of the Public sector Nursing 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.

2.4 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 55% 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, 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 50% of the total obtainable marks, as explained in the relevant section on selection criteria.
4. Any case processed for, or granted admission, erroneously or otherwise, of a candidate ineligible on the basis of irrelevant / fake documents or false information as detailed elsewhere shall;
 - a) Not confer her any right of admission and shall be treated as void *ab initio* and shall be cancelled forthwith.
 - b) Be treated as fraud on the part of such Applicant / Candidate / Student and will be preceded accordingly under the law.
 - c) Be cancelled at any stage of her training / education if proved fraudulent, at the sole risk and cost of such Applicant / candidate / student.
 - d) Be liable to recovery of all expenditure made by or through the Government of Khyber Pakhtunkhwa on the admission and education / training of such fraudulent Applicant / Candidate / Student.
 - e) Have her Diploma cancelled by the concerned quarters (if already awarded) along with recommendation of further lawful action against such student.

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

SECTION-3: PROCEDURE FOR SELECTION

3.1 Introduction

The admissions into Diploma in General Nursing and Midwifery Course at Schools of Nursing in the PHSA Network shall be made on merit cum category cum choice of school bases. Details of this system are as follows:

3.2 Merit compilation And Weightage Formula

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

- 1.1. The total marks for merit shall be tailored to 100.
- 1.2. Out of the total of 100 marks, a maximum weightage of up to 50% shall be given to marks obtained by the otherwise eligible candidate/s in the NTS Test for the purpose of admissions in Diploma in General Nursing and Midwifery course, for which this Prospectus is approved;
- 1.3. Out of the total of 100 marks, a maximum weightage of up to 30% shall be given to marks obtained by the otherwise eligible candidate/s in the Secondary School Certificate (SSC) examination, or equivalent, with mandatory science subjects including Biology, subject to the precondition that the total marks obtained by the candidate in the SSC Science (with Biology) or equivalent examination must not be lesser than 55% of the total obtainable marks in the said examination; and
- 1.4. Out of the total of 100 marks, a maximum weightage of up to 20% shall be given to marks obtained by the otherwise eligible candidate/s in the F.Sc. (Pre-Medical) or equivalent examination, 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 50% of the total obtainable marks in the said examination.

3.2.1 Explanatory Notes for Merit Compilation

- i A candidate having lesser than 55% marks in SSC in science subjects (with Biology) or equivalent examination **shall not** be eligible to apply.
- ii In case of obtained marks in F.Sc (Pre-Medical) or equivalent examination being lesser than 50% 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 in the NTS Test.

3.3 Compilation of Provisional Combined Merit Lists

Provisional combined merit list for all Nursing Schools, based on NTS Test marks, academic merit and Institute wise priorities of the candidates, for each Category will be prepared.

As explained in the explanatory notes for Table-2 in this Prospectus, under this system, the candidates will be provisionally allocated seats on merit cum choice of nursing school bases, in different schools. This will be done by matching the merit position of candidate with her choice/s of Nursing 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 nursing school and a vacant seat is available in the same school, she will be offered admission in that school only, subject to her merit position. 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 nursing school even if vacant seats are available in the other school/s.

3.4 Interviews for Provisional Selection of Candidates

Keeping in view the number of applicants, an appropriate number of candidates on the Provisional Combined Merit List, belonging to all categories (as in Table-2), will be called to appear before the interview committee in any of nursing school of candidate's choice and convenience.

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. This station 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 approved. For example, for the convenience of candidate/s, a candidate seeking admission in the Nursing School, Bannu may appear before the interview committee at Nursing School, Ayub Teaching Hospital, Abbottabad. However, 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.

The interview shall neither be given any marks nor any weightage in determining the merit position of candidate/s, but it's 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 Nursing School.

In case of any doubt about the person, fitness for nursing education or credentials of a candidate, etc., the interview committee may recommend an appropriate action to the Selection Committee for its final decision by the latter to be executed through Director General, Provincial Health Services Academy.

In this regards, all the applicants / candidates must 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 be informed through uploading the list of candidate/s selected for interview on the official website of PHSA, i.e., www.phsa.edu.pk and / or of Health Department, Khyber Pakhtunkhwa, i.e., www.healthkp.org.pk. Moreover, as an additional measure, the candidate/s may also be informed about the interview date through SMS on the mobile numbers provided by them in the application form for the purpose.
- b. 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 provisional merit list and the interview shall not be rearranged for any such candidate/s.
- c. In view of the foregoing, it is communicated that it shall be the responsibility of all the candidates to:
 - i. Provide correct and fully operational mobile numbers in the application form to receive the SMS related to interview without failure or delay; and
 - ii. 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
 - iii. 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 held 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.

3.5 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 basis of merit cum choice of nursing 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 and of the Health Department, Khyber Pakhtunkhwa, www.healthkp.gov.pk along with a common offer letter of admission for all the selected candidates in all categories.

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

For further 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 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 and 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 candidates, on merit cum choice of nursing 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 nursing 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 after the day of uploading of the list, for the candidates from the second list, to report for admission to the concerned nursing 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 in view of guidelines issued by the PNC/NEB Khyber Pakhtunkhwa, whichever is earlier.

3.5.1 Important Notes

In view of the foregoing, the candidates are advised:

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 nursing school, because these parameters shall 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/s or mistake/s in filling the admission form shall rest with the candidate, as explained in relevant section above.
3. To be very careful about choice of nursing school, because any candidate who would have not opted for a particular nursing school in the application form, shall not be considered for admission in that particular nursing school despite falling on merit and availability of vacant seat.

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

3.6 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 guidelines:

3.6.1 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
 - 1.2. Health Department, Khyber Pakhtunkhwa:
www.healthkp.gov.pk
 - 1.3. National Testing Service- Pakistan:
www.nts.org.pk
2. This Prospectus for 2018-2021 will be uploaded in PDF format, to 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 Diploma in General Nursing and Midwifery course.

4. In case the candidates need any clarification, they may contact Mr. Faiz Muhammad, Nursing Admissions Coordinator, PHSA, Peshawar **before the closing date** for applications, on the following phone number(s) and email address:
 - Phone Numbers: (+) 92-91-2614223-25 (Ext. 126)
 - Email address: faiz@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 Nursing Schools**. Application form not submitted to the NTS-Pakistan shall not be considered for further processing.
7. Taking NTS Test is a mandatory requirement to continue with further process related to admissions into Diploma in General Nursing and Midwifery Course, offered by the public sector Nursing Schools in 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.
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. The candidate should give at least two valid mobile numbers which must be active and contactable.
11. 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.
12. Category wise final combined merit and selection list, for all Nursing Schools will be prepared after the interviews. The candidates will be offered admission on merit in different Nursing Schools.
13. The nursing 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.
14. After Interview, final merit and selection lists will be compiled based on interview committee's recommendations.
15. 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/ NEB Khyber Pakhtunkhwa through registration and verification accordingly.

16. 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.
17. In case of any ambiguity that may arise in the process of selection, the decision of the Selection committees shall be final.
18. The merit list, selected candidates lists and other related correspondence will be displayed on notice board of relevant Nursing Schools and on PHSA website i.e. www.phsa.edu.pk and will **not be communicated** to anyone in person, through any other means.
19. During the 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 nursing school.
20. If any candidate fails to appear either in NTS Test or before Interview committee, her application will not be considered for further selection.
21. All the applicants in all categories shall ensure the following documents enclosed with application form to be submitted to the NTS Pakistan.:
 1. Attested photocopies of SSC / FSc. (Pre-Medical) certificates along with detailed marks certificates of both examinations.
 2. Attested photocopy of Domicile Certificate
 3. Attested photocopy of CNIC or Form-B of the applicant.
 4. Attested photocopy of Father/Guardian CNIC
 5. Character certificate from educational institution last attended by the applicant.
 6. Three recent passport size photographs with blue background, duly attested.
 7. Valid disability certificate (where applicable)
 8. Valid Certificate from registered Deeni Madrassa (where applicable).
22. 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.
23. Incomplete, improperly filled application forms in any respect, and tampered or overwritten documents shall not be acceptable.
24. Each applicant shall select to apply to at least one nursing school of their choice. However the applicant can apply to more than one schools on the same form. Furthermore the applicant can apply to all Nursing Schools through that single application form with

priorities of Nursing Schools. Options once given in the application form will be considered final and shall not be changed/added/deleted after submission.

25. Additional twenty (20) marks will be added to the marks obtained in SSC, for Hafize Quran (The criteria for Hafize Quran are Hifz Test as well as a certificate from registered Deeni Madrassa).
26. Affidavit (to be filled on a stamp paper of Rs. 50) shall be produced after provisional selection of the candidate has been made (please see specimen of the affidavit on last page of this prospectus).
27. FATA candidates with a valid domicile certificate and fulfilling all other criteria for admission to fresh seats shall apply on their reserved seats.

3.6.2 Admission Guidelines And Selection Criteria For Candidate With Physical Disability

The candidate with physical disability may apply against the regular seats in categories 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 Diploma in General Nursing and Midwifery 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 four years Diploma in General Nursing and Midwifery course.
6. A severely disabled person (movements, eyesight and hearing etc.) is ineligible for admission into the Diploma in General Nursing and Midwifery course.

3.7 Migration / Transfer

- a. No migration is allowed in the 1st and 3rd years of the Diploma in General Nursing and Midwifery course, in any case.
- b. No student is allowed to migrate from one province to another province
- c. No migration is allowed from private Nursing Schools to the public sector Nursing Schools and vice versa under any circumstances.

3.8 Interview Committee For Admission

S.NO.	DESIGNATION	TITLE
1.	Principal concerned Nursing School	Chairperson
2.	Medical Director/Superintendent of concerned Hospital or its nominee	Member
3.	Representative of PHSA	Member
4.	Senior Instructor/Tutor of concerned Nursing School	Secretary

3.8.1 TORs: (Terms of References)

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 in the record and/or merit list, as and when required.

3.9 Selection Committee For Admission

S.NO.	DESIGNATION	TITLE
1.	Director General PHSA	Chairperson
2.	Director HRD PHSA	Member
3.	Principal PGCN, /Coordinator Nursing Education	Member
4.	Librarian PHSA/Secretary to Selection Committee for Admissions	Secretary

3.9.1 TORs: (Terms of References)

1. To Compile and approve Final Merit lists for all categories as explained in table-2, based on interview lists.
2. To compile selection lists for each school Based on approved Final category wise Merit Lists.
3. To recommend candidates from waiting list as replacement in case of any drop out of the already selected candidates, due to any reason in the same school of nursing, till such time that the replacement student can attain minimum required attendance for examination as per PNC/NEB rules.

3.10 Institute Fund

Each student shall contribute a sum of Rs. 5000/- 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.

SECTION-4: NURSING SCHOOLS DISCIPLINARY AND CONDUCT RULES

4.1 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 nursing school admitted by Selection Committee as per above prescribed prospectus rules above;
2. "Indiscipline" means any act, which disturbs the smooth running and good order of the nursing school or hostel;
3. "Expulsion" means cancellation of admission of the student debarring her from the institute at least for one session or for good;
4. "Rustication" means removal of student from the roll of the nursing 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;

4.2 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.

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

8. **Federal/Provincial Laws and Ordinances:** Violation of a Federal/Provincial law or ordinance will be dealt accordingly under such laws.
9. **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.
10. **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.
11. **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 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.

4.3 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 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 participation in a strike or to use pressure on teachers against the lawful authority or obstruct enforcement/implementation of rules and regulation.
6. Handing/possession or use of Intoxicants or eatable 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 student's 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 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.

4.4 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 ToRs of this Committee shall be as under:

1. To oversee the overall situation of general discipline and conduct of the students at the institute, hospital & hostel; and
2. To investigate/inquire the cases/incidences of indiscipline and misconduct among the students; and
3. 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.

4.5 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:

4.5.1 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.

4.5.2 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.

4.6 Readmission

1. If a student of any nursing school remains absent from her class continuously for 14 days or more without a reasonable cause, her name 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.
2. Student can avail this opportunity only once. None of the student 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 shall be final, provided they are not inconsistent with other regulations.

4.7 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. Clinical student's attendance during 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 a course required shall be 85%. Any student who does not meet the minimum required attendance will not be allowed to appear in the Exam.
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.

4.8 Progress Report/Eligibility For Appearing In The Examination

A candidate must fulfill the following criteria to make her eligible for the examination.

1. She must complete the prescribed course of Diploma in General Nursing and Midwifery to appear in the examination.
2. She must acquire 85% attendance in all subjects including demonstration, practical/professional 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 Nursing 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.

4.9 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.
-
- I. A card known as "Library card" shall be issued to each student/person 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.
 - 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. 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.
- 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 borrower.
- VIII. 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.
- IX. 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.
- X. 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.
- XI. Any case of indiscipline including stealing of book etc. will be reported to the Principal concerned.

4.10 Identity Card

On admission, every student will be provided 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/-.

4.11 Uniform Dress

As prescribed by the Pakistan Nursing Council (PNC)

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

In order to maintain academic dignity and sanctity of the institution, students and staff of the nursing schools 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 nursing schools.

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 values.

4.12 Student's Stipend

1. The student of Diploma in General Nursing and Midwifery shall be provided stipend in accordance with the Government of Khyber Pakhtunkhwa, notification(s) in this regard, as prescribed from time to time.
2. The Diploma in General Nursing and Midwifery students shall receive stipend for 48 months, including 36 months (03 years) in General Nursing and 12 months (one year) for Midwifery training.
3. If the course/training of a student is terminated on administrative grounds, the expenditure incurred on her course/training including stipend will be refunded from the concerned student.
4. Similarly, if a student leaves the course/ training on her own will, the stipend money so far awarded will have to be refunded back to the Government of Khyber Pakhtunkhwa, as per rule.

4.13 Hostel Rules

All nursing students 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 Administration/Warden/Housekeeper 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 Warden/ Principal.
8. All the boarders are required to perform voluntary duties pertaining to the running of the hostel as and when assigned by the Warden.
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 be 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 warden, 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 Warden/ Principal without any consent.
21. All the boarders residing in the hostel of Nursing School will have to vacate their rooms within three days after final examination.

AFFIDAVIT

I, Miss _____, Daughter/Ward of _____, provisionally selected as Nursing and Midwifery Student for four years diploma course in the Nursing 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 Nursing and Midwifery training course, and/or of the Nursing 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 Nursing and Midwifery 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 Nursing and Midwifery 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 Nursing and Midwifery 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 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 and Midwifery 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 Nursing and Midwifery 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 Nursing and Midwifery student; and
7. I am not married and I shall not enter into marriage during the entire duration of my study / training in Nursing and Midwifery 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 Nursing and Midwifery Diploma course, nor shall I challenge these decision/s and / or action/s at any forum.

SIGNATURES OF THE STUDENT

Name: _____

D/O _____

Signatures of Witness 1:

Name _____

Father Name _____

CNIC No. _____

Address: _____

Signatures of Witness 2:

Name _____

Father Name _____

CNIC No. _____

Address: _____

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