

PROSPECTUS

BS NURSING FOUR YEARS DEGREE PROGRAM
SESSION 2023-27 AND ONWARD

GOVERNMENT COLLEGES OF NURSING
KHYBER PAKHTUNKHWA



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

Table of Contents

BS NURSING FOUR YEARS DEGREE PROGRAM SESSION 2023-27 AND ONWARD	1
PROVINCIAL HEALTH SERVICES ACADEMY NETWORK	3
SECTION-1 INTRODUCTION.....	3
VISION.....	4
OBJECTIVE	4
IMPORTANT NOTE FOR CANDIDATES AND THEIR PARENTS/ GUARDIANS:	4
2.1 INT/RODUCTION.....	5
Table-1: Details of College-wise seats Distribution.....	5
2.2 Seats Distribution	5
2.4.2 Minimum Education	7
Explanatory Notes regarding Eligibility Criteria.....	7
SECTION-3: PROCEDURE FOR SELECTION.....	9
3.1 Introduction	9
3.2 Merit compilation and weightage formula	9
3.3 Compilation of Provisional Merit Lists.....	9
3.4 Interviews for Provisional Selection of Candidates	9
3.5 Provisional Merit List and Selection of Candidates for Admission.....	10
3.6 Application and admission guidelines.....	10
3.6.1 General Guidelines	10
3.6.2 Migration / Transfer	12
3.7 Interview Committee for Admission	12
TORs: (Terms of References for Interview Committee for Admission)	12
3.8 Central Selection Committee.....	13
TORs: (Terms of References Selection Committee for Admission)	13
SECTION-4:.....	14
FEE STRUCTURE FOR BS NURSING FOUR YEARS DEGREE PROGRAM.....	14
4.1 Government College Dues Payable for One Time per Program	14
4.2 Government College Dues per Semester.....	14
4.3 Statutory Bodies/University Dues (Subject to relevant body regulations).....	15
<i>NOTE: Any change in the fee or any addition in fee as per PNC and KMU directions will be charged accordingly.....</i>	15
4.4 Institute Development Fund	15
The fund 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.	15
4.6 Refund Policy.....	15
SECTION-5: DISCIPLINARY AND CONDUCT RULES OF THE INSTITUTE	16
5.1 Preamble.....	16
5.2 General Conduct.....	16

In case of violation of the Institutions code of conduct, disciplinary action will be taken. However, nothing will preclude the institute from requiring any student or parent or both to execute a bond, assurance or an undertaking to support desired conduct throughout her/his stay at the institute.16

I. Sports:17

5.3 Acts of Indiscipline / Misconduct:.....17

5.4 Disciplinary Committee of Institutes:.....18

5.5 Punishment or Penalties for Acts of Indiscipline / Misconduct:18

Minor Penalties:18

Major Penalties:19

5.7 Attendance/ Leave Rules and Examination Rules:20

5.8 Progress Report/Eligibility for Appearing in the Examination:21

5.9 Library Rules:21

5.10 Identity card:22

5.11 Uniform Dress:22

Female:22

Male:22

5.12 Hostel Rules:.....23

AFFIDAVIT25

SIGNATURES OF THE STUDENT25

PROVINCIAL HEALTH SERVICES ACADEMY NETWORK

SECTION-1 INTRODUCTION



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

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

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

VISION

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

OBJECTIVE

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

IMPORTANT NOTE FOR CANDIDATES AND THEIR PARENTS/ GUARDIANS:

This prospectus has been issued and uploaded with the explicit precondition that submission of application by a candidate for admission into “Four Years Degree Program of BS Nursing 2023 and onwards” for which this prospectus has been approved and issued, will imply that the candidate has fully read and correctly understood all the terms and conditions, as laid down in this prospectus, and that he/she and his/ her parents/guardians unconditionally agree to fully abide by the terms and conditions, as issued and amended, or to be amended from time to time, governing their admission and all related consequential affairs.

2.1 INT/RODUCTION

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

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

Table-1: Details of College-wise seats Distribution

	PNC Recognized College of Nursing	Approved Seats
1	Postgraduate College of Nursing, Hayatabad ,Peshawar	100
2	Government College of Nursing, ATH, Abbottabad	100
3	Government College of Nursing, KTH, Peshawar	100
4	Government College of Nursing, LRH, Peshawar	50
5	Government College of Nursing, HMC, Peshawar	50
6	Government College of Nursing, DHQHospital,Bannu	50
7	Government College of Nursing MMMH, D. I Khan	50
8	Government College of Nursing MMC, Mardan	50
9	Government College of Nursing SGTH, Swat	50
10	Government College of Nursing, Kohat	50
TOTAL		650

2.2 Seats Distribution

- 2.2.1 There are a total of 650 seats available for admission in the 04-year BS Nursing degree program in all the nursing Government Colleges in the PHSA Network in Khyber Pakhtunkhwa which has been recognized by the PNC as per Table-01.
- 2.2.2 The admission will be based on open merit and candidate will be given option for selection of nursing college of her/his choice during interview. Candidate low in merit will have to select amongst the colleges available at that time.
- 2.2.3 The basis of merit will be aggregate calculated with weightage; SSC:10%, FSc:50% (premedical group only or its equivalent in Cambridge system) and KMU(CAT) Test 2023 score 40%.
- 2.2.4 The number of available seats may change due to various reasons including the existing capacities of various Government Colleges which may affect the admission of a candidate. Existing capacity means availability of space, faculty, various laboratories and libraries etc.

- 2.2.5 Selection for admission into the degree program of BS Nursing will be made on open merit with male to female ratio 1:9 and this ratio will be maintained in each Nursing College i-e in college with 100 seats allocation 10 male students and 90 female students will get admission, whereas in colleges with 50 seats allocation 05 male and 45 female students will be admitted. Furthermore, out of the total 650 seats, 02 seats will be reserved for children of PHSA-Network employees and 02% (13) seats for minorities (minorities as declared in constitution of Islamic Republic of Pakistan) based on merit, open for both genders.
- 2.2.6 Due to ongoing restructuring of nursing education in the province and other factors, the number of seats in various Government Colleges of nursing may change due to possible closure of some of the Government Colleges during the 2023 and onward sessions. In such cases, the existing students of these Government Colleges may be shifted to any other Government College of nursing, which may be situated at some other location/city of the province. In such a case the enrolled students of session 2023 and onward and/or their parents/guardians will have no right to challenge the decisions made in this regard.
- 2.2.7 The general rules and regulations of the PNC will be applicable. To conduct examinations and award degrees, the rules of the university to which the above Government Colleges are affiliated, will be applicable. These rules may be amended from time to time by respective bodies as deemed necessary.
- 2.2.8 Allocation of a nursing college will be final and ultimate and migration is not allowed upto fourth semester. After promotion to fifth semester migration will be possible as per migration rules laid down by university to which these colleges are affiliated with, subject to availability of vacant seat in the college desired.
- 2.2.9 In view of the foregoing, all the candidates are advised to very carefully read, fill, and re-check, all the relevant spaces and information required in the application form before submission of application. In such a case, the sole responsibility of the consequences will rest on the applicant.
- 2.3 In case of any query / doubt regarding the extent of disability, vis-a-vis the level of fitness required for performing the duties as a nurse, the central selection committee may seek the opinion of the relevant specialist during the Standing Medical Board at Police and Services Hospital, Peshawar.

2.4 Eligibility Criteria for Candidates

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

2.4.1 General Eligibility

1. Nationality/Domicile

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

2. Gender Ratio

Admissions will be granted to females and males with a ratio of 90:10 which shall also be maintained in each Nursing college.

3. Age Limit

A candidate must not be over 35 years of age, to be reckoned from the Closing date of submission of application.

2.4.2 Minimum Education

FSc (premedical) with at least 50% marks or its equivalent in the Cambridge system.

2.4.3 Mandatory Test

KMU (CAT) Test 2023 result

The KMU(CAT) Test 2023 will be an objective type test based on FSc. (pre-medical) or equivalent qualification with the composition of questions from subjects of Biology, Physics and Chemistry in addition to English, General Knowledge/ Pakistan Studies.

Any candidate failing to appear in the KMU(CAT) Test 2023 on the given date, time and venue due to any reason, whatsoever, will not be considered for admission.

Explanatory Notes regarding Eligibility Criteria

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

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

SECTION-3: PROCEDURE FOR SELECTION

3.1 Introduction

The admissions into BS Nursing four years degree program at Government Colleges of nursing in the PHSA network will be offered on open merit basis, subject to the rules already provided. Details of the admission process are as follows:

3.2 Merit compilation and weightage formula

Merit shall be compiled on following weightage formula:

- The total marks for merit will be tailored to 100%.
- Out of the total of 100 marks, a maximum weightage of up to 40% will be given to marks obtained by the candidate in the KMU (CAT) Test 2023 result.
- Out of the total of 100 marks, a maximum weightage of up to 50% will be given to marks obtained by the candidate in F.Sc (pre-medical) or equivalent in Cambridge system and up to 10% will be given to marks obtained by the candidate in SSC exam result subject to the eligibility criteria.

3.3 Compilation of Provisional Merit Lists.

The Provisional Merit Lists based on KMU (CAT) 2023 results and academic merit of the candidates will be prepared as per para 3.2 and displayed on PHSA official website.

3.4 Interviews for Provisional Selection of Candidates

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

The interview will neither carry any marks nor any weightage in determining the merit position of candidates. Its purpose will be the collection of documents, verification of the applicant, assessment of the general disposition as well as her/his apparent status of mental and physical health, the scrutiny of her/his credentials and Hifz-e- Quran test. Hafiz e Quran will be awarded 20 marks only if candidate qualify hifaz test. These marks will be added in F.Sc marks and percentage will be calculated accordingly.

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

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

- a) No separate call letters will be issued to the candidate for appearing before the interview committee, but they will be informed through uploading the list of shortlisted candidates for interview on the official website of PHSA, i.e. www.phsa.edu.pk.
- b) Any candidate, who does not appear before the interview committee on due date, time and venue because of any reason, whatsoever, will not be considered for admission despite falling on merit in the provisional merit list

and the interview will not be rearranged for such candidates. Presenting original documents to the interview committee is mandatory and a set of duly attested photocopies of his/her credentials shall also be submitted in light of para 3.6.1.

- c) In view of the foregoing, it is communicated that it will be the responsibility of all the candidates to:
- provide correct and fully operational mobile numbers in the application form
 - frequently keep on checking the official websites mentioned above to know the date, venue and time of their interview well in time.
- d) PHSA or Health Department Khyber Pakhtunkhwa will not be held responsible for any failure on the part of candidates in checking the official websites, for reason/s whatsoever, to remain and keep themselves updated in relation to various time bound communication messages regarding KMU(CAT) test, interview, admission, etc.

3.5 **Provisional Merit List and Selection of Candidates for Admission**

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

After approval by the Central Selection Committee, the provisional merit lists of selected candidates will be uploaded on the official website of PHSA www.phsa.edu.pk along with a common offer letter of admission for all the selected candidates in the Government Colleges of Nursing with a specific closing date of admission.

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

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

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

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

If required, third provisional merit list to be issued and uploaded on the same official website before the closing of pre-registration with PNC/KMU accordingly.

In view of the foregoing, the candidates are advised:

- to frequently keep on visiting both the above-mentioned official website/s to avoid missing the opportunity of admission and
- to very carefully fill the application form as the responsibility of any omission or mistake in filling the admission form shall rest with the candidate, as explained earlier.

3.6 Application and admission guidelines

Keeping in view the instructions of advertisement and this prospectus, all the applicants will apply through filling all relevant information in a single online application form available at PHSA official website accordingly as per following guidelines:

3.6.1 General Guidelines

- a. Admissions will be offered to the public through an advertisement in national press and on following official website:
 - Provincial Health Services Academy: www.phsa.edu.pk
- b. This Prospectus for 2023 and onward will be uploaded in PDF format.
- c. All the interested candidates are advised to download and carefully study the full prospectus before applying for the degree of BS Nursing.
- d. In case a candidate needs any clarification, he/she may contact PHSA office, Peshawar *before the closing date* for applications, on the following phone number and email address:
 - Phone Number: (+) 92-91-2614223-25
 - Email address: info@phsa.edu.pk
- e. The interested candidates should apply on line directly.
- f. *Applications for admission should not be sent to PHSA and/or any of the nursing Government Colleges.*
- g. The KMU (CAT) Test 2023 result is a mandatory requirement to continue with further processes related to admissions into the BS Nursing Four Years Degree Program offered by the public sector nursing Government Colleges in Khyber Pakhtunkhwa.
- h. Any candidate missing the test due to any reason/s, whatsoever, will not be eligible for admission.

- i. The candidates should give at least two valid mobile numbers which must be active and contactable.
- j. 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.
- k. Provisional merit lists for all nursing Government Colleges will be prepared after the interviews. The candidates will be offered admission on merit in different nursing Government Colleges at the time of interview.
- l. Admission granted by the Selection Committee will be provisional and will not mean any commitment or entail any legal liability till its confirmation by the PNC/Khyber Medical University/Khyber Pakhtunkhwa through registration and verification accordingly.
- m. 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.
- n. In case of any ambiguity that may arise in the process of selection, the decision of the Central Selection Committees will be final.
- o. The provisional merit list of selected candidates and other related correspondence will be displayed on notice board of relevant nursing Government College and on PHSA website and will **not be communicated** to anyone in person, through any other means.
- p. During this degree program, no candidate will be allowed to take admission in any other course.
- q. If any candidate fails to appear either in KMU(CAT) Test 2023 or before the interview committee, her/his application will not be considered for further selection process.
- r. Beside presenting the original credentials/documents, each candidates shortlisted for interview shall also ensure the following documents to be submitted to the interview committee:
 - 1. Attested photocopies of SSC / FSc. (Pre-Medical) certificates along with detailed marks certificates of both the examinations or equivalency certificate.
 - 2. Attested copy of KMU(CAT) result.
 - 3. Attested photocopy of Domicile Certificate
 - 4. Attested photocopy of CNIC or Form-B of the candidate.
 - 5. Attested photocopy of father/guardian CNIC.
 - 6. Character certificate from educational institution last attended by the applicant.
 - 7. Four recent passport size photographs with blue background, duly attested.
 - 8. Valid Certificate from registered Deeni Madrassa (where applicable).
- s. After provisional selection, if any of the particular(s) and/or the documents submitted/information provided by the candidate is found incorrect or false or suppressed facts at any stage, his /her admission will be cancelled forthwith and right of legal action will be reserved against him/her.
- t. Additional twenty (20) marks will be added to the marks obtained in F.Sc

(pre-medical) based on oral test at the time of interview for Hafiz-e-Quran. (Criteria for awarding Hafiz-e-Quran marks are Hafiz Test and a certificate from registered Deeni Madrassa).

- u. Affidavit (to be filled on a stamp paper of minimum Rs. 100) will be produced after provisional selection of the candidate upon his/her arrival to respective Government College of admission (please see specimen of the affidavit on the last page of this prospectus).

3.6.2 Migration / Transfer

- a. Migration from one Nursing College to another Nursing College within the PHSA Network is not allowed before passing 5th semester.
- b. No student is allowed to migrate from one province to another province.
- c. No migration is allowed from private nursing College to the public sector nursing College and vice versa under any circumstances.
- d. Migration for class purpose only is not allowed.

3.7 Interview Committee for Admission

S.NO.	DESIGNATION	TITLE
1.	Director HRD / Director Trainings	Chairman
2.	Director Nursing PHSA	Secretary
3.	Director Academics PHSA	Member
4.	Principal PGCN	Member
5.	Additional Director Nursing DGHS	Member
6.	Deputy Director IT PHSA	Member
7.	Provincial Coordinator BSN Program PHSA	Member
8.	Admin Officer Nursing Section PHSA	Member
9.	Computer Lab Assistant	Member

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

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

4. To conduct the Hafiz-e-Quran Test.
5. To collect the photocopies of the requisite documents as explained in para 3.6.1
6. To compile and approve provisional merit lists based on interview Committee recommendations.
7. To compile selection lists of successful candidates for each Government College based on open merit cum choice of candidate.
8. To recommend candidates from the waiting list for the second merit list as replacement in case of any drop out of the already selected candidates.

3.8 Central Selection Committee

S.NO.	DESIGNATION	TITLE
1.	Director General PHSA	Chairman
2.	Director Admin PHSA	Member
3.	Director Nursing PHSA	Member
4.	Principal GCN KTH Peshawar	Member
5.	Librarian PHSA	Secretary

TORs: (Terms of References Selection Committee for Admission)

1. To take decisions in good faith in the best interest of the applicants and public at large.
2. Any other matter pertaining to admission process.

SECTION-4:

FEE STRUCTURE FOR BS NURSING FOUR YEARS DEGREE PROGRAM

4.1 Government College Dues Payable for One Time per Program

S.No	Items	Amount
01	Admission Fee (To be deposited in Govt. Account)	Rs. 2,000/- Per Program
02	Security Fund (Refundable after termination/completion of course or used as penalty)	Rs. 2,000/- Per Program
Total		Rs. 4,000/- Per Program

4.2 Government College Dues per Semester

S.No	Items	Amount
01	Tuition Fee (To be deposited in Govt. Account)	Rs. 6,000/- Per Semester
02	Recreation Fund (To be used for student recreation only)	Rs. 1,000/- Per Semester
03	Library Fund (To be used for books & journals)	Rs. 1,000 /-Per Semester
04	Skills/ Lab Development Fund (To be used for equipments/materials for labs)	Rs. 1,000/- Per Semester
05	Internal Examination Fee (To be used for stationary/other requirements during exams)	Rs. 1,000/- Per Semester
06	Institute Development Fund (To be used for development/maintenance of institute)	Rs. 1,000 /-Per Semester
Total		Rs. 11,000/- Per Semester x 08 semesters =Rs. 88,000 Per Program.

4.3 Statutory Bodies/University Dues (Subject to relevant body regulations).

S.No	Item	Tentative Amount
01	PNC Enrollment Fee	Rs. 1000 Per Program
02	KMU Registration Fee (Subject to KMU Policy)	Rs. 2500/- Per Program
03	KMU Affiliation Retention Fee (Subject to KMU policy)	Rs. 3000 Per program
04	KMU Final Examination Fee (Rs 1000/Paper), (Subject to KMU Policy), 07 Papers X Rs 1000= Rs 7000/- Any additional amount for examinations charged from the students will be refunded, if there are less than seven subjects in a semester.	Rs. 7000/- Per Semester x 02 semester per annum = Rs. 14000/- x 04 years= Rs.56000/- per program.
5	Practical Examination(OSPE &OSCE)500/subject(3x500=1500)	1500
Total statutory bodies/university dues		Rs. 64000/- Per Program
Grand Total		Rs.152000/- Per Program

NOTE: Any change in the fee or any addition in fee as per PNC and KMU directions will be charged accordingly.

4.4 Institute Development Fund

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

4.5 Applicability of the Prospectus Rules

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

4.6 Refund Policy

- No refund, in case admission is cancelled due to unfair means adopted during the admission process
- 100% refund of semester fee within 07 days of admission except for admission fee.
- 50% refund of semester fee (excluding admission fee) after 07 days and within 15 days.
- No refund after 16 days of admission except for security.
- PNC Enrollment , KMU Registration , KMU Affiliation Retention, KMU Final Examination, Practical Examination fees if not submitted to PNC & KMU, at the time when student has submitted application for cancellation of admission, should be returned to the student.

SECTION-5: DISCIPLINARY AND CONDUCT RULES OF THE INSTITUTE

5.1 Preamble

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

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

5.2 General Conduct

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

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

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

- i. **Federal/Provincial Laws and Ordinances:** Violation of Federal / Provincial laws or ordinances will be dealt accordingly under such laws.

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

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

5.3 Acts of Indiscipline / Misconduct:

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

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

11. **Harassment:** Meaning in following: -
 - passing remarks, placing visual or written material, aimed at a specific person or group with the intention of causing harm to the person or group, and/or, creating an environment which limits a student's educational opportunity.
 - making unwanted verbal or physical advances or explicit derogatory statements toward individuals/groups, which cause them discomfort or humiliation or which interferes with their educational opportunity.
 - physical assault.
12. **Gambling:** Unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.
13. **Smoking:** Smoking is prohibited on institute premises as per policy.
14. **Personal hearing** of a student will be permitted after the decision of the disciplinary committee constituted by the principal to tackle the issue, if deemed necessary.
15. **Disciplinary Offence:** will be liable to one or more of the following steps taken by the disciplinary committee comprising the faculty members.

5.4 Disciplinary Committee of Institutes:

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

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

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

5.5 Punishment or Penalties for Acts of Indiscipline / Misconduct:

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

Minor Penalties:

- i. Warning in writing: Warning notice in writing to the offender student in

writing, with a copy through Registered Postal Mail to her parents/guardian, that continuation or repetition of indiscipline or misconduct may lead to further disciplinary action that may later on end in award of a major penalty at any stage of her education/training.

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

Major Penalties:

- a. **Permanent Expulsion from Hostel:** The principal may permanently expel a student from residing in the hostel under written intimation to her parents/guardian through Registered Postal Mail, at the sole risk and cost of the student at any stage of her education/ training.
- b. **Temporary Expulsion /-Rustication:** The principal may expel any student from the institute for a specific period up to one semester at any stage of her education/training.
- c. **Fine.** Principal may impose a fine of more than 5000/-(Rupees five thousands only), to be deposited into the student fund in the official bank account of the concerned institute.
- d. **Permanent Expulsion- / Rustication:** The principal may permanently expel / rusticate any student from the institute at any stage of her education / training.

5.6 Re-admission:

- a. If a student of any nursing Government College remains absent from her/his class continuously for 14 days or more without a reasonable cause, her /his name will be liable to be struck off from the rolls of the Institute. Such a student may be readmitted after approval of the appeal accordingly and submitting the admission fee only in case the Disciplinary Committee of the institute is satisfied that the absence was not willful or

was due to circumstances beyond human control, provided such an application is submitted through proper channel within 15 days after the order of the removal of student from rolls and approved by Director General PHSA.

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

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

5.7 Attendance/ Leave Rules and Examination Rules:

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

5.8 Progress Report/Eligibility for Appearing in the Examination:

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

1. He/she must complete the prescribed course of degree program BS Nursing to appear in the examinations.
2. He/she must acquire a minimum of 85% attendance in all subjects including demonstrations, practical/professional training.
3. Internal assessments will be conducted at periodic intervals. Marks obtained by the students in the internal assessment may be considered for fitness towards registration/ examination by the university.
4. He/she must bear a good character/conduct and abide by the rules of the nursing Government College.
5. Where a candidate is barred from examination for any reason and she/he enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.
6. For this purpose, the Government College 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 Government College.

5.9 Library Rules:

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

- a. Reference books like encyclopedias, dictionaries etc.
 - b. Periodicals.
 - c. Professional books.
-
- I. A Library card will be issued to each student to be permitted to borrow books from the library. Such cards will be non-transferable strictly and will have to be presented at the time of using library facilities.
 - II. Books falling in category (I) and (II) above must not be taken out of the library without special written permission. One book will be lent for the duration of the course and two additional books can be borrowed for 15 days only. The period can be extended for further 15 days on physical presentation of the book. However, in special cases the books shall be allowed for more than one month at a stretch. Books lent are liable to be returned before the expiry of the prescribed period.
 - III. Requests for renewal of a book should be made before its due date. It will be reissued provided that no one else has demanded it.
 - IV. Borrowers and readers are advised to inspect the books at the time of issuance and to call the attention of the librarian to any defect or damage.
 - V. A book lost/damaged will have to be replaced by the borrower.
 - VI. Late fee of Rs.10/- per day/ volume will be charged from the students if books are not returned within the prescribed period.

- VII. The principal will have the discretion to write off the late fee to the borrower.
- VIII. At the time of annual stock taking the library will remain open but the borrowing privileges will remain suspended for the period of stocktaking. All books on loan with the borrowers, irrespective of the date of their return, must be deposited in the library before the date notified for this purpose.
- IX. Audio and videotapes shall be treated as reserved and are not meant for lending to borrowers. These can be borrowed by the instructors for playing in the class and to be returned to the library soon afterwards.
- X. The librarian / In-charge Library shall have the right to refuse entry to the library of any person who is not a member of the library or a member who is under suspension, if instructed by the competent authority.
- XI. Any case of indiscipline including stealing of books etc. will be reported to the principal concerned.

5.10 Identity card:

On admission, every student will be provided a non-transferable identity card at the cost of Rs.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:

Female:

- I. Summer: White Shalwar(No Pajama), maroon Kameez and white Dupatta, black shoes (non-noisy) and white long overall, below knee length
- II. Winter: same dress with maroon jersey/coat.

Male:

- I. Grey pant and white shirt with full sleeves/ White Kurta Shalwar, black shoes with white socks (non-noisy). Jeans, tight pants and half sleeves shirts are not allowed.
- II. Winter: same dress with maroon coat/ jersey

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

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

Purpose of the Dress Code is to establish the basic guidelines for appropriate

work dress that promotes a positive image of nursing Government Colleges and also allow maximum flexibility to maintain good morale, respect and cultural value.

5.12 Hostel Rules:

All nursing students are eligible for hostel accommodation subject to availability of the same. When accommodation is limited, the decision will be taken on merit, however, preference will be given to the students coming from far-flung areas. However the Government College concerned will not be responsible to provide any residential facilities.

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

- a. Boarders will not engage themselves in any activity subversive to law and order.
- b. They have to abide by the instructions issued by the administration/warden/housekeeper from time to time.
- c. No student will be allowed to use an electric heater and air conditioner, etc. in the hostel.
- d. The students are required to bring their bedding according to the season at the time of joining the institute. The Institute will provide furniture only.
- e. Admission in the hostel is valid for the term of the course only. The hostel will be vacated during vacations until specially permitted. The hostel will be vacated by the students when required due to emergency or as a consequence of any disciplinary action.
- f. Un-authorized stay will amount to trespass under the law.
- g. The boarder room and their personal belongings are liable to frequent inspection by the warden/ principal.
- h. All the boarders are required to perform voluntary duties pertaining to the running of the hostel as and when assigned by the warden.
- i. In case of any breach of conduct, the student concerned and the accomplices will be liable to be expelled from the hostel.
- j. Strict cleanliness will be maintained. Fixtures and appliances shall neither be damaged nor be mishandled. The defaulters will have to pay the cost of the damaged items.
- k. Chalking on the walls, windows and doors of hostel premises, rooms, toilets and dining hall is forbidden. Defaulters will be punished by imposing fines / expulsion from the hostel. The students are responsible for cleanliness of their allotted rooms.
- l. No guest will be allowed to visit the rooms or stay overnight. The students will meet their guests in the meeting room. The guest must leave the hostel and Institute premises before the sunset, failing which the host is liable to a fine of Rs. 200/-. If students repeatedly fail to comply with the rules, they will face strict disciplinary action, which may amount to expulsion from the hostel.
- m. Authorized guests must show their CNIC at the gate, at the time of visit.
- n. Playing of musical instruments and record players is prohibited in the hostel.
- o. Hostel timings as notified by the administration, in routine, will be observed

strictly. Defaulters will be dealt with severely.

- p. No border will remain outside the hostel without prior permission and will return to the hostel before sunset.
- q. In emergency cases only, prior permission i.e. night pass will be requested by the students for overnight stay outside the hostel, failing which the boarders will be liable to strict disciplinary action.
- r. The students will be responsible to take care of their valuables. In case of any losses there will be no responsibility on hostel and institute administration.
- s. Frequent night rounds will be made by the warden, in case any border is found absent, a written report will be submitted to the principal for taking strict action against the defaulter.
- t. Students' rooms can be changed on the order of the warden/principal without any consent.
- u. All the boarders residing in the hostel of nursing Government College will have to vacate their rooms within three days after final examinations.

AFFIDAVIT

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

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

SIGNATURES OF THE STUDENT

Name: _____

D/S/W/O _____

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

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

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