

**PROVINCIAL HEALTH SERVICES ACADEMY
HEALTH DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**



**PROSPECTUS FOR LADY HEALTH VISITORS COURSE 2024 &
ONWARDS**

- 1. PUBLIC HEALTH SCHOOL, ABBOTTABAD**
- 2. PUBLIC HEALTH SCHOOL, DERA ISMAIL KHAN**
- 3. PUBLIC HEALTH SCHOOL, HAYATABAD PESHAWAR**
- 4. PUBLIC HEALTH SCHOOL, NISHTERABAD PESHAWAR**

PUBLIC HEALTH SCHOOLS

VISION:

Public Health Schools are dedicated to be centers of excellence for Lady Health Visitors learning and training to improve the health of mother & child in specific and community in general.

MISSION:

To produce trained health care providers who are able to impart preventive, curative and rehabilitation Primary Health Care services to the community with effective communication skills to improve the health of people.

OBJECTIVES:

1. To develop a sustainable program appropriate for Primary Health Care providers with a focus to empower them by enhancing their knowledge, skills and scope of practice in the local community.
2. To enhance the pool of qualified Primary Health Care providers with proper training and their utilization to contribute towards the reduction of Maternal Mortality Rate (MMR) and Infant Mortality Rate (IMR) in Pakistan.

TABLE OF CONTENTS

S. No	SECTIONS	PAGE
1.	Introduction	3
2.	Important note for candidates & their parents/ guardians	8
3.	Seats distribution & eligibility criteria	9
4.	Procedure for application & Admission	15
5.	Disciplinary & conduct rules	23
6.	Fees & subscriptions	35

SECTION I

INTRODUCTION

Provincial Health Services Academy (PHSA)



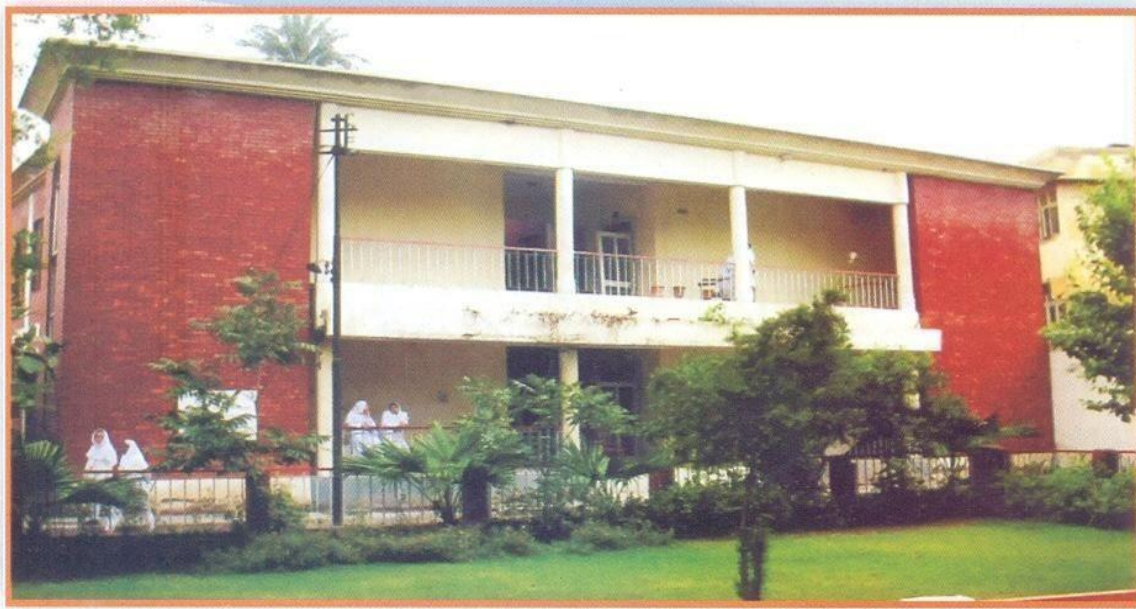
Capacity building of the provincial health department in service delivery and governance of the health sector were the mainstay of the health sector reforms agenda in 1990s. To sustain the capacity building initiative the Provincial Health Development Centre (PHDC) was raised to the status of first ever 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 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 23 institutions thus formed included the PHSA, 06 District Health Development Centers (DHDCs), 10 Colleges 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 programs in different fields of public health, allied health professional training and to institutionalize health systems research.

Public Health School Nishterabad, Peshawar



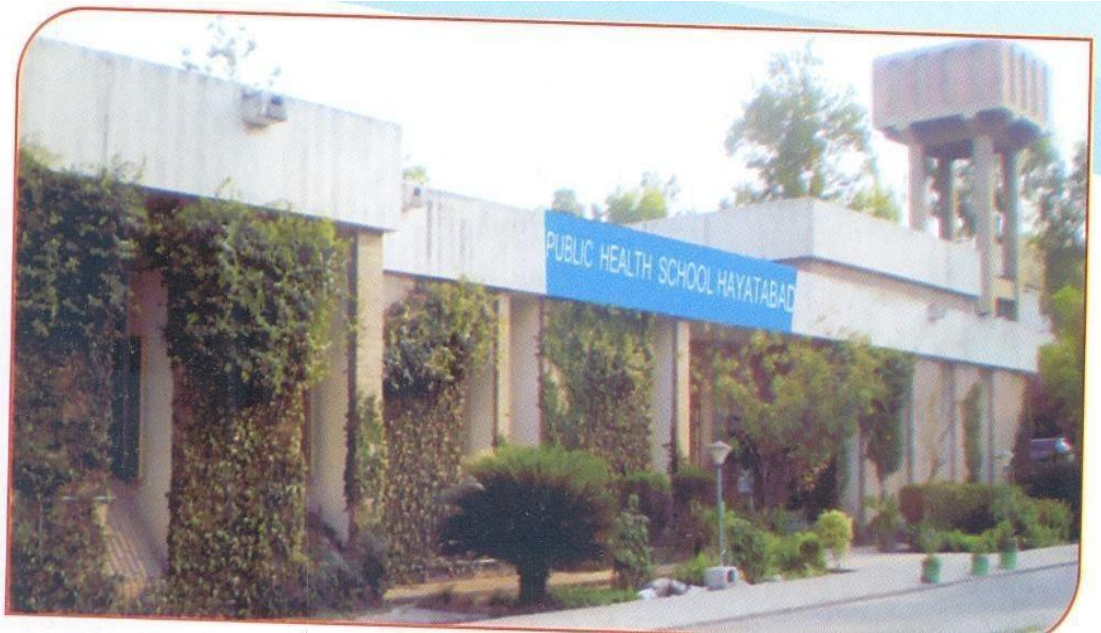
Public Health School, Nishterabad was established in 1952 by upgrading the Lady Cunningham MCH Centre; the foundation of which was laid down in the pre-partition era. It has the honor of being the oldest Public Health School of the Khyber Pakhtunkhwa Province. The school is having an academic block along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

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

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

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

Public Health School, Hayatabad, Peshawar



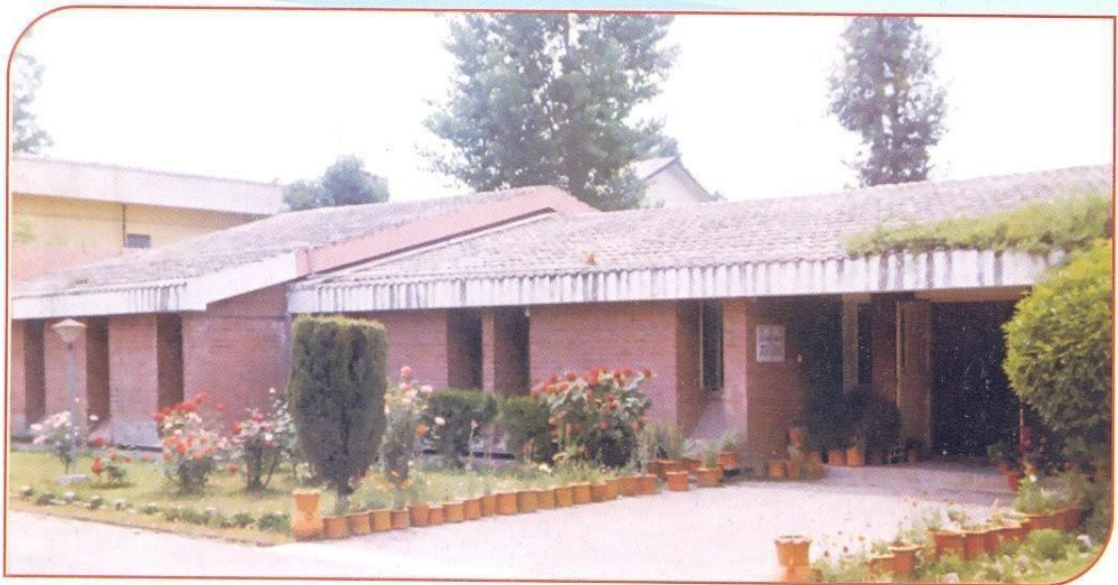
The school is situated in Phase-V, Hayatabad Peshawar. Initially established as Female Health Technician Training School in 1989, the institute was converted to Public Health School in 1997.

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

Hostel facility for about 50 preferably non-local students is available within the school premises.

For practical/clinical training of the students, it is attached with the Medical Teaching Institution, Hayatabad Medical Complex, Peshawar.

Public Health School, Abbottabad



Public Health School Abbottabad is situated on Mansehra Road, Abbottabad, a short distance from Ayub Teaching Hospital.

It was established as Female Health Technician School in 1989 and then converted to Public Health School in 1996. This School is recognized by the Pakistan Nursing Council and affiliated for examination with the Nursing Examination Board, Khyber Pakhtunkhwa.

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

A total of twenty five students are inducted on yearly basis in two years diploma course for Lady Health Visitors.

There are two residential hostels for 50 preferably non-local students, within the school premises.

Public Health School, Dera Ismail Khan



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

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

Twenty five students are admitted annually in two years Lady Health Visitor's course. There are two hostels situated within the premises of the school for 50 preferably non-local students.

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

SECTION II

IMPORTANT NOTE FOR CANDIDATES AND THEIR PARENTS/GUARDIANS:

This Prospectus has been issued with the explicit precondition that submission of application by a candidate for admission into LHV diploma course session 2024 and onwards, for which this prospectus has been approved and issued, shall imply that she (the candidate) has fully read and correctly understood all the terms and conditions, as laid down in this prospectus, and that she and her parents / guardians unconditionally agree to fully abide by the terms & conditions, rules and regulations, as issued and amended, or to be amended from time to time, governing her admission and all related and consequential affairs.

SECTION III

SEATS DISTRIBUTION AND ELIGIBILITY CRITERIA:

School-wise allocation of Regular Seats:

S No	Public Health School	Number of Regular Seats
1.	Public Health School, Nishterabad, Peshawar	60
2.	Public Health School, Hayatabad, Peshawar	25
3.	Public Health School, D.I Khan	25
4.	Public Health School, Abbottabad	25
TOTAL		135

SCHOOL-WISE ALLOCATION OF SELF-FINANCE (OPEN MERIT) & RESERVED SELF-FINANCE SEATS FOR AZAD JAMMU KASHMIR & GILGIT BALTISTAN:

S. No	Public Health School	PHS Nishterabad Peshawar	PHS Abbottabad	PHS DI Khan	PHS Hayatabad Peshawar
1.	Gilgit Baltistan	0	05	0	0
2.	Azad Jammu & Kashmir	05	0	0	0
3	Open Merit Basis	20	10	10	10
TOTAL		25	15	10	10

Note: In case of non-availability of eligible candidates from Gilgit Baltistan and Azad Jammu & Kashmir the seats shall be offered to eligible candidates on self-finance basis on open merit from districts allocated to Public Health Schools.

DISTRICT/ AREA WISE SEAT DISTRIBUTION IN THE PUBLIC HEALTH SCHOOLS

District/Area wise seat distribution in **PHS Nishterabad Peshawar**

S No	District/ Area	No. of seats
1.	Peshawar	14
2.	Nowshehra	06
3.	Charsadda	06
4.	Mardan	06
5	Swat	04
6	Karak	04
7	Buner	02
8.	Shangla	04
9.	Chitral	04
10.	Khyber	02
11.	Orakzai	02
12.	Kurram	02
13.	North Waziristan	02
14	Disabled quota	01
15	Minority quota (Throughout KP)	01
	Total seats	60

**DISTRICT/ AREA WISE SEAT DISTRIBUTION IN PHS HAYATABAD
PESHAWAR**

S No	District/ Area	No. of Seats
1.	Swabi	04
2.	Malakand	04
3.	Dir Upper	02
4	Dir Lower	02
5	Kohat	05
6	Hangu	02
7	Mohmand	02
8	Bajaur	02
9	Disable quota	01
10	Minority Quota (Throughout Province	01
	Total seats	25

DISTRICT/ AREA WISE SEAT DISTRIBUTION IN PHS ABBOTTABAD

S. No	District/ Area	No. of Seats
1	Abbottabad	06
2	Mansehra	06
3	Haripur	05
4	Battagram	02
5	Torghar	02
6	Kohistan Upper	01
7	Kohistan Lower	01
8	Kolai –Palas	01
9	Disable quota	01
	Total seats	25

DISTRICT/ AREA WISE SEAT DISTRIBUTION IN PHS D I KHAN

S No	District/ Area	No. of Seats
1	D I Khan	07
2	Bannu	06
3	Tank	03
4	Lakki Marwat	05
5	South Waziristan	02
6	Disable quota	01
7	Minority Quota	01
	Total seats	25

Note:

1. In case of non-availability of eligible candidate from any district/area; the seat (s) shall be offered to the neighboring district/area allocated to the concerned Public Health School on open merit basis.
2. Three seats are reserved for minorities quota from all over Khyber Pakhtunkhwa one (01) seat at Public Health School Nishterabad Peshawar, one (01) seat at Public Health School, Hayatabad Peshawar and one (01) at Public Health School D.I.Khan seat according to Govt. of Khyber Pakhtunkhwa notification regarding reservation of 02% quota for admission in LHV Training.
3. One seat is reserved for disabled candidates in each institution; if no eligible disabled candidate is available the seat of disabled quota will be offered to candidates from district/area allocated to the concerned Public Health School on open merit basis.
4. All FRs are merged along with populations & seats in their respective districts.
5. In case of non-availability of candidate under minority quota the seat may be filled on open merit basis from the allocated districts.
6. Seats under self-finance may be filled through open merit from all the districts already designated to the institutions.

EXPLANATORY NOTES FOR SEAT DISTRIBUTION

1. Admissions into LHV Diploma Course are offered only to eligible female candidates from Khyber Pakhtunkhwa, Azad Jammu & Kashmir and Gilgit Baltistan.
2. Three seats are reserved for minority in Public Health School Nishterabad/ Hayatabad & D.I.Khan. All minorities can apply for this subject to fulfillment of eligibility criteria. Admission will be on open merit basis. If seat remain vacant it will be offered to candidate top on the waiting list from the district for which Public Health School Nishterabad is designated.
3. The Candidates from AJ&K and Gilgit Baltistan can apply for the seats offered on Self-Finance basis only against their reserved quota, and not against any other seats.
3. The selection of candidates for seats reserved for each district / area shall be made on open merit basis amongst the eligible candidates from the same district / area in accordance with the merit calculation formula as explained in the relevant section of this prospectus.
4. In case of a tie between regular candidates preference shall be given to the one older in age as determined from the date of birth mentioned in (SSC) matriculation/equivalent certificate.
5. In case of a tie, or otherwise, regarding the admission of Disabled candidate/s falling on merit, a candidate with lesser disability will be preferred for admission. The selection committee may ask all such candidates to appear before them at the time of interviews to ascertain the nature and extent of disability, vis-à-vis, the health, physical and mental requirements of midwifery and LHV profession. The decision of the selection committee in this regard shall be final and not challengeable in any court of law.

ELIGIBILITY CRITERIA FOR ADMISSION FOR 02 YEARS LHV DIPLOMA COURSE:

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

1. **Nationality:** The applicant must be a bonafide citizen of Pakistan from Khyber Pakhtunkhwa, Azad Jammu & Kashmir and Gilgit Baltistan.
2. **Domicile:** Khyber Pakhtunkhwa for open merit against allocated seats, Azad Jammu & Kashmir and Gilgit Baltistan for self-finance candidates.
3. **Gender:** Only female candidates can apply.
4. **Marital Status:** Preferably unmarried candidates.
5. **Age Limit:** Age limit will be 14-35years as per PNC rules; to be reckoned from closing date for submission of applications.

Mandatory Educational Qualification for LHV Diploma Course:

THE APPLICANT MUST MEET ONE OF THE FOLLOWING

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

6. Additional Educational Qualification:

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

7. Other Requirements:

i) Medical Fitness Certification:

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

- Benazir Bhutto Shaheed Hospital, Abbottabad for PHS, Abbottabad
- DHQ Teaching Hospital, D.I.Khan for PHS, D.I.Khan.
- Police and Services Hospital, Peshawar for PHS, Nishterabad and Hayatabad, Peshawar.

ii) Disability Certification:

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

EXPLANATORY NOTES REGARDING ELIGIBILITY CRITERIA:

1. Any case, of an otherwise ineligible candidate, processed for admission, or having been granted admission, erroneously (mistakenly) or otherwise, on the basis of irrelevant / fake / bogus / non-required documents or information submitted by such a candidate:
 - a. Shall not confer her any right of admission and shall be treated as *void ab initio* and shall be cancelled forthwith; (immediately) and
 - b. Shall be treated as willful fraud or forgery on the part of such applicant/candidate/student and will be preceded (lead) accordingly under the law.
 - c. Shall be cancelled at any stage of her training/education without giving any notice or any other process, at the sole risk and cost of such applicant/candidate/student; and
 - d. Such a candidate/student shall be liable (responsible) to full recovery of all the expenditure made by, or for or through, the Government of

- Khyber Pakhtunkhwa on her admission/education/training, including stipend paid to her, if any, and
- e. The Diploma shall be cancelled by the concerned quarters (if already awarded to such a student) along with recommendation of further lawful action against such fraudulent student.

SECTION IV

PROCEDURE FOR APPLICATION AND ADMISSION

How to Apply? Application and Admission Guidelines

1. Admissions will be offered to the general public through an advertisement in one national two local Urdu newspapers and one Urdu newspaper in Gilgit Baltistan and Azad Jammu Kashmir.
2. The prospectus shall be available on PHSA website www.phsa.edu.pk and the concerned Public Health School.
3. The admission form should be filled, all the required documents attached and resubmitted in the relevant Public Health School according to domicile of the candidate and district-wise distribution for the Public Health Schools.
4. A fee of Rs. 600/- (non-refundable) will be submitted along with the admission form in the Public Health School concerned. Utilization of this amount is explained at page No. 35.
5. A provisional district-wise merit list shall be prepared, displayed in the respective Public Health Schools within fifteen (15) working days starting from the last date for submission of application forms.
6. The Interviews shall be conducted on dates as already specified in the advertisement. All the candidates including those on the waiting list are required to attend the interviews. Physical presence at the time of interviews is mandatory. If the candidate is absent from interviews for whatsoever reason she will lose her right of admission even if falling on merit.

Note: The interviews can be delayed or postponed by the competent authority in any undue situation.

Merit compilation and weightage formula:

Merit shall be compiled on the following weightage formula:

1. The total marks for merit shall be tailored to 100.
2. Out of the total of 100 marks, a maximum weightage of 70% shall be given to marks obtained by the otherwise eligible candidate/s in the Secondary School Certificate examination, or equivalent, with science subjects including Biology. Subject to the condition that the total obtained marks in this examination are not less than 45% of the total obtainable marks because the candidates having less than 45% marks in SSC or equivalent exam are not eligible to apply for admission; and
3. Out of the total of 100 marks, a maximum weightage of 30% shall be given to marks obtained by the otherwise eligible candidate in the FSc (Pre-Medical) or equivalent examination with Biology, subject to the precondition that the total marks obtained by the candidate/s in the F.Sc. (Pre-Medical) or equivalent examination must not be lesser than 45% of the total obtainable marks in the said examinations. In case of the obtained marks in F.Sc (Pre-Medical) or equivalent examination being lesser than 45% of the total obtainable marks, no weightage shall be awarded to such marks in FSc (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.
4. In case the candidate is Hafiz-e- Quran she will be awarded 20 extra marks added to her SSC or equivalent qualification where applicable; her new percentage worked out and then weightage given in the final 100 marks. Any claim of Hifz-e-Quran must be proved with a valid Hifz-e-Quran certificate from a certified/registered Madrassa; also the candidate must pass the oral recitation test at the time of the interview; failing these she will not be considered a Hafiza-e- Quran 20 marks awarded will be deducted and her merit shall be determined like ordinary candidates of her category.
5. Disabled candidates: One seat shall be reserved for disabled candidate in each Public Health School. Physically disabled candidate fulfilling the mandatory educational pre-qualifications (SSC/ FSc) can apply in the schools reserved for their respective districts. In case more than one qualifying disabled candidates applies, a merit list shall be prepared and the one with higher marks and lesser disability will be awarded admission.

6. Self-finance seats reserved for candidates from Azad Jammu & Kashmir and Gilgit Baltistan in designated Public Health Schools shall be offered to candidates from these areas only on merit basis; the merit determination being exactly the same as regular candidates. If there is no eligible candidate from these areas the seats shall be offered on self-finance open merit basis to otherwise eligible candidates from allocated districts.
7. The interview shall neither be given any marks nor any weightage in determining the merit position of candidate/s, but its sole (only) purpose will be physical verification of the applicant, assessment of the general disposition (nature) as well as her apparent (actual) status of mental and physical health and the scrutiny of her credentials (identification) in-order to determine her preliminary fitness or otherwise for admission to a Public Health School.

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

Final Merit List and Selection of Candidates for Admission:

After completion of the interviews the final lists of selected candidates and those on waiting lists shall be prepared and displayed in the Public Health Schools within six working days.

No separate call letters / offer letters for admission shall be issued to selected candidates in all categories; the list of selected candidates will be displayed on PHSA official website and the notice boards of all Public Health Schools. It will be the responsibility of the candidates themselves to gather information about their selection or otherwise and ensure their arrival within ten working days time to the relevant Public Health Schools. In case of failure the admission will be considered as cancelled.

The offer of admission so awarded to selected candidates shall expire within ten working days after the date of display of the final lists in the Public Health School. 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 within ten days shall lose their right of admission, which shall then be offered to next candidate/s on the bases of merit from the waiting list of already interviewed candidates.

IMPORTANT NOTES FOR MERIT WEITAGE FORMULA

1. Admission granted by the Selection Committee shall be provisional and shall not mean any commitment or entail (involve) any legal liability till its confirmation by the PNC/ Nursing Examination Board, Khyber Pakhtunkhwa through registration.

2. In case of any doubt or undefined validity of any academic qualification as equivalent to a recognized examination, or any other reason, the provisional admission will be subject to the verification, recognition or equivalency certification of the relevant educational qualification by the concerned body/institution.

3. In case of any ambiguity that may arise in the process of selection, the decision of the Selection Committee shall be final.

4. During the LHV Diploma course, no candidate will be allowed to take admission in any other course or appear in any other examination. If found her admission will be cancelled.

5. If any candidate fails to appear before interview committee, her application will not be considered for further selection.

7. All the applicants shall ensure the following documents enclosed with application form:

- i. Attested photocopies of SSC / FSc. (Pre-Medical) or equivalent examination certificates along with detailed marks certificates of both the examinations and equivalent.
- ii. Attested photocopy of Domicile Certificate
- iii. Attested photocopy of CNIC or Form-B of the applicant.
- iv. Attested photocopy of father/Guardian CNIC
- v. Character certificate from educational institution last attended by the applicant.
- vi. Three recent passport size photographs with blue background, duly attested.

- vii. Valid disability certificate (where applicable)
- viii. Valid Hifz-e-Quran certificate from Registered Deeni Madrassa (where applicable).
- 8 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.
8. Incomplete, improperly filled application forms in any respect, and tampered or overwritten documents shall not be acceptable.
9. All the provisionally selected candidates for provisional admission shall sign an affidavit on a stamp paper of Rs. 200 value, duly attested by a Notary Public and submit the same to the Principal of Public Health School concerned before provisional admission. Specimen of the Affidavit is available on the last page of this Prospectus.
10. Candidates from Azad Jammu & Kashmir and Gilgit Baltistan with a valid domicile certificate and fulfilling all other criteria for admission shall apply for their respective Self-Financed seats.
11. It is preferable that parents/authorized guardian should be present at the time of admission.

Admission Guidelines and Selection Criteria for Candidate with Physical Disability.

The candidate with physical disability may apply against the reserved seats for disabled persons, with the following conditions:

1. A valid disability certificate as per the rules of the Government of Khyber Pakhtunkhwa.
2. Extent of disability and the fitness of such disabled person for admission in LHV Diploma course shall be assessed by the selection committee.
3. In case a candidate is declared unfit for admission by the Selection/ Interview Committee the candidate will be dropped from admission.
4. The disability shall be of a permanent nature and not temporary due to illnesses e.g. fracture etc.

5. Disabled person should be mentally fit and physically able to carry out her studies and can perform professional duties after qualifying the two years LHV Diploma course.
6. A severely disabled person (spinal problems, movements, handling of instruments, eyesight and hearing etc.) is ineligible for admission into the LHV Diploma course.

Migration / Transfer / Change of Self-Financed Status:

- a. There shall be a complete ban on migration from one Institute to another Institute for LHV's students both in the first year as well as 2nd year.
- b. No student is allowed to migrate from Private Institute to Government Public Health School and vice versa under any circumstances.
- c. A student once admitted against self-financed seat, shall not be shifted to regular seat, even if the same falls or remains vacant due to any reason.
- d. If the admission of a student admitted against a self-financed seat is terminated due to any reason, the fee and other dues, etc. paid by her shall not be refundable under any circumstances for any duration of studies.

Admission/Selection/Interview Committee:-

S. No	DESIGNATION	TITLE
1.	Principal concerned Public Health School	Chairperson
2.	Senior Instructor, concerned Public Health School	Secretary
3.	Representative of PHSA	Member
4.	Any Co- opted member	Member

Terms of References for Selection /Interview Committee:-

1. To verify the person of the applicant and her attendance in the interview.
2. To check all required documents for fulfillment of eligibility criteria, age etc.
3. To propose necessary correction/s, verification/s in the record and/or merit list, as and when required.
4. To approve final admission list for its relevant schools as prepared by them based on academic marks, selection criteria and interview list.

Appellant forum for admission:

Director General Provincial Health Services Academy (PHSA) is the appellant forum for admission.

Teaching / Learning Strategies:

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

SECTION V:

Disciplinary and Conduct rules:

General Conduct for LHV students:-

1. All students will present themselves with dignity befitting their status as mature, professional and responsible citizens.
2. Students in all settings on school premises and hospital are expected to dress in a simple and decent manner.
3. Students individually or as a group are prohibited from organizing or assisting in organizing demonstrations, rallies or picketing on school premises.
4. All ethnic, religious and social activities/events held in the school must have prior written authorization from the institute. Participation or carrying out any political activity by the students on the institutional premises is not allowed.
5. Students will ensure that their actions do not endanger or threaten the health, safety or wellbeing of themselves or another person.
6. Students will refrain from any behavior which can be interpreted by others as harassment.
7. Student will refrain from making public statements, communication or correspondence with the press or other media for mass communication.
8. Student will refrain from any activity which is subversive of discipline and may constitute misconduct.
9. **In case of violation of the Institution's code of conduct, disciplinary action will be taken. However, nothing will preclude the institute from requiring any student or parent or both to execute a bond, assurance or an undertaking to support desired conduct throughout her stay at the institute/hostel.**
10. Violation of a Federal/Provincial law or ordinance will be dealt accordingly under such laws.
11. Students are strictly directed to follow the accepted social and cultural norms of the society. Undue intimacy and unacceptable proximity, openly or in isolated areas shall not be tolerated or allowed, but shall be proceeded for disciplinary or other lawful measures against the involved students/persons.

12. It is the responsibility of all to keep the school premises clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the Campus premises including washrooms. The designated waste boxes should be used for the purpose.
13. The students remaining absent for more than 15 days without prior permission her admission will be cancelled.
14. In total not more than 20 days absentees in the year is allowed for valid reasons beyond her control after which she will be liable for disciplinary action even struck off the school.

Acts of Indiscipline/Misconduct

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

1. Insolence, uses of hot expression or indulgence in quarrels, disturbance of tranquility.
2. Violation of instructions of the teachers and authorities regarding academic activities or social behavior of students.
3. Inciting violence or use of force or causing any damage to public property.
4. Carrying, possessing or keeping in custody, within the premises of the Institute or Hostels, of any arms, ammunition and/or any other weapons or devices dangerous to life or any drugs that can be potentially used for addiction.
5. Organizing a strike or to make an attempt to organize or participate in a strike or to use pressure on teachers or Principal or against other government functionaries against their lawful authority or obstruct the enforcement/implementation of rules and regulations.
6. Handling/possession or use of Intoxicants or eatables prohibited by law.
7. Possession or distribution of any material preaching opinion and ideas repugnant to the basic injunctions of Islam; and / or preaching against any other religion.
8. Participation in any political activity or seeking membership of any political party/political student's body.
9. Theft, or attempted theft, of property or belongings of others and/or of the training institute/s including but not limited to hospitals, and community households.
10. Intentionally or recklessly destroying or damaging, or attempting to destroy or damage, Institute property or the property of others on Institute premises.
11. Harassment meaning in following: -

- i) 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 student's educational opportunity.
- ii) 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.
- iii) Physical assault.

12. Gambling i.e. unauthorized and/or illegal exchange of money favors or services as a result of an organized or unorganized game or competition.

13. Smoking and/ or other drugs addictions are prohibited on institute premises as per policy.

Personal hearing will be permitted on the request of student after receiving final warning from a three-member committee constituted by the Principal.

Disciplinary Offence will be liable to one or more of the following steps taken by the disciplinary committee comprising of the faculty members.

Disciplinary Committee of Institutes:

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

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

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:-

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.

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.

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.

Removal of privileges: The Principal may cancel any privilege/s including stipend enjoyed by the student.

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.10000/- (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.

Re-admission

1. Within the limits set by the relevant rules and regulations laid down by the PNC, students remaining continuously absent for 14 days or more without a reasonable cause, will be liable to be struck off the rolls of the Institute. Such students may be re-admitted only in case the Disciplinary Committee is satisfied that the absence was not willful or was due to circumstances beyond human control, provided such an application is submitted within 15 days after the order of the removal of student from rolls. However, the final limits set by the PNC for this purpose shall not be crossed under any circumstances.
2. Within the limits and criteria set by the PNC for readmission, a student can avail this opportunity only once. None of the student will be allowed readmission twice.
3. In all cases where these rules are silent or where there is difference of opinion about their interpretation, the decision of the Director General PHSA shall be final; to the extent it is not inconsistent with any other prevailing laws, rules or regulations.

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; this will be in addition to the deduction of Rs 120/- per day stipend for that day/s at source. The fine so collected can be utilized for institutional needs.
2. 100 % student's attendance is mandatory during clinical practical training. It will be observed through a card that will be signed by the concerned unit's focal person and will be verified by the Hospital Director or Medical Superintendent and Nursing Superintendent of the concerned hospital.
3. Attendance in classes and clinical trainings is mandatory, minimum attendance in all subjects required shall be 85%. Any student who does not meet the minimum required attendance will not be allowed to appear in the Examination.
4. If a student continuously fails to attend lectures during the first two 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.

Progress Report/Eligibility for Appearing in the Examination

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

1. She must complete the prescribed course of LHV Diploma to appear in examinations.
2. She must acquire 85% attendance in all subjects including demonstration, practical/clinical training.
3. Internal assessments shall be conducted at periodic interval. Marks obtained by the students in the internal assessment may be considered for fitness towards registration/ examination by the Nursing Examination Board, Khyber Pakhtunkhwa.
4. She must bear a good character/conduct and abide by the rules of the Public Health School.
5. Where a candidate is barred from examination for any reason and she enters the examination room and sits for the paper, her results in the paper shall be declared null and void.
6. For this purpose, the school shall maintain a thorough and up-to-date record of the academic progress of the students through internal assessment in the form of monthly tests, attendance, general attitude and behavior towards discipline/rules and regulation of the school.

Uniform Dress Code:

Summer: White shalwar kameez and dupata and koti, black shoes (flat, non-noisy) and white socks.

Winter: White Shalwar kameez and dupata with navy blue, full sleeves, front open Cardigan, black shoes (flat, non-noisy) and white socks.

Stipend for Students selected against Regular seats

1. The student of LHV Diploma Course selected against the regular seats only, shall be provided stipend in accordance with the Government of Khyber Pakhtunkhwa, notification(s) in this regard, as prescribed from time to time.
2. Subject to decision of the Government of Khyber Pakhtunkhwa, each of the candidate selected against the regular seats only, may be paid a monthly stipend, the amount of which may vary (increased or reduced to any level) as per government directives and provision of funds for the purpose.
3. If a student leaves training at any stage of the course at her own accord or expelled from the institute on disciplinary grounds, she will have to refund the whole amount of stipend received by her during the period of training before she leaves the school. *(This condition is however not applicable if a trainee has to leave the training on medical grounds).*
4. Absence from the class, breach of discipline, neglect of duties or reprehensible conduct etc. may result in stoppage/ reduction / cancellation of stipend on permanent or temporary basis.

Hostel Rules:

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

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

1. Boarder shall not engage in any activity subversive to law and order.
2. They have to abide by the instructions issued by the institute and Hostel Administration from time to time.
3. No student shall be allowed to use electric heater and Air Conditioner etc. in the hostel.
4. The students are required to bring their bedding according to the season at the time of joining the institute. The Institute shall provide furniture only.
5. Admission in the hostel is valid for the term of the course only. The hostel will be vacated during vacations until specially permitted. The hostel will be vacated by the students when required due to emergency or as a consequence of any disciplinary action.
6. Un-authorized stay will amount to trespass under the law.
7. The boarder room and their personal belongings are liable to frequent inspection by the institute or hostel administration.
8. All the boarders are required to perform voluntary duties pertaining to the running of the hostel as and when assigned by the hostel administration.
9. In case of any breach of conduct, the student concerned and the accomplices will be liable to be expelled from the hostel.
10. Strict cleanliness shall be maintained. Fixtures and appliances shall neither be damaged nor mishandled. The defaulters shall be made to pay the cost of the damaged items.
11. Chalking on the walls, windows and doors of hostel premises, rooms, toilets and dining hall is forbidden. Defaulters will be punished by imposing fines /
12. expulsion from hostel. The students are responsible for cleanliness of their allotted rooms.

13. 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.
14. Authorized guest must show their CNIC at the gate, at the time of visit.
15. Hostel timings as notified by the administration, in routine, shall be observed strictly. Defaulters will be dealt with strictly disciplinary action.
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. No students are allowed to keep any valuable items (laptop, mobile, gold jewelry & cash more than Rs 3000/-). In case of any losses there will be no responsibility on hostel and Institute administration.
19. Frequent night round will be made by the Hostel administration, in case any boarder is found absent; a written report will be submitted to the Principal for taking strict action against the defaulter.
20. No student shall be allowed to change her room without the order of the hostel warden or school administration.
21. All the boarders residing in the hostel of Public Health School will have to vacate their rooms within three days after final examination.
22. No day scholar is allowed to visit the hostel premises without special permission from the Principal/Housekeeper in writing, otherwise they will be fined Rs 200/-.
23. One week before the commencement of any examination ex- boarders will be allowed to reside again till the end of examination subject to their written request/ application to that effect and availability of space/room in the hostel.
24. Boarders can visit or accompany any such visitors whose name or photocopy of identity card is given by their parents/guardians in the hostel admission form. However no boarder shall remain outside the hostel without prior permission and shall return to the hostel before sunset

25. Boarders are allowed to visit their homes twice a month on Saturday after school hours or on certain holidays after obtaining permission from the hostel administration and confirming it from the Principal. Overstay will automatically cancel the next chance of home visit and such student shall be fine Rs. 200/- per day of overstay, which will be deposited into the official bank account and will be used like institute fund.
26. Authorized visitors may visit on Saturday/Sunday and public holidays during visiting hours only and not on working days, they must show their CNIC at the gate at the time of visit.
27. Hostel timings as notified by the administration in routine, shall be observed strictly. Defaulters will be dealt with strict disciplinary action.
28. The boarder students have to pay full month mess fee during the first date of each month regardless of the length of their stay in the hostel.
29. No students shall be allowed for hostel admission in any case who is a diagnosed case of any of the below mentioned chronic illnesses:
 - Any disease of psychiatric disorders/ epilepsy
 - Chronic Renal failure
 - Hepatitis B & C patient
 - Any cardiac disease
 - Chronic pulmonary diseases (Asthma etc.)
 - Bleeding disorders and
 - Cancers etc.
30. Chronic illness and /or dependency on others for management of frequent health/ psychological crises may be liable for expulsion from hostel and or the diploma course if illness is not compatible with the job requirements.
31. Suicidal attempt is a major offence making the student liable for expulsion from the hostel and /or cancelation of her admission.

Medical Checkup:

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

SECTION: VI

Fees and Subscriptions

Fee and Subscription:-

1. Fee / charges to be charged from all students (for both regular and self-financed students)

The following amount shall be charged:

- | | |
|--|-------------|
| 1. Registration Fee for NEB (may vary from time to time) | Rs. 1,500/- |
| 2. Registration Fee for PNC (may vary from time to time) | Rs. 1000/- |
| 3. Midwifery Exam Fee (may vary from time to time) | Rs. 4000/- |
| 4. Public Health Exam Fee (may vary from time to time) | Rs 5000/- |
| 5. Documents verification fee | Rs. 1500/- |
| 6. Institute Fund (once in two years)- Non-refundable | Rs. 2,000/- |
| 7. Institute / Hostel Security for Two years- Nonrefundable | Rs. 2,000/- |
| 8. Hostel mess money per month to be charged, as per actual expenditure, from hostel residents availing mess facility. | |

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

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

3. Hostel boarding charges for self-finance seats for two years:

Hostel boarding charges (non-refundable)= Rs 12,000/-

Hostel Utilities charges (non-refundable)= Rs 6,000/-

Total (non-refundable) = Rs 18,000/-

EXPLANATORY NOTES

1. The selected candidates (both regular and self-finance) will deposit the full amount of fees and charges at the time of admission in the authorized bank.
2. The Principal of the Public Health School shall be responsible to timely deposit the admission fee, hostel boarding & utilities charges into the Government Treasury.
3. Tuition fee will be deposited in the official bank account of the Public Health School and shall be utilized for the payment of honoraria to the visiting faculty, as and when required, after approval of the competent authority.
4. Institute fund will be utilized, subject to guidelines and approval issued by the Director General PHSA, to fulfill various requirements of Public Health School concerned including the arrangements / improvements for LHVs education / training by the School.
5. Of the total amount collected from the submission of application forms 50% will be deposited in the government treasury and the rest of the 50% would be utilized for institutional needs.
6. Mess Money is to be charged as per policy of the concerned institution, to be paid in full by all boarding students present in the hostel on the first of each month. The amount shall be collected, kept in custody and spent judiciously by the House Keepers/designated person for the students.
7. Institutional funds shall be utilized for the 2/3 days mandatory study tour of all Public Health Schools during the LHV training course.

AFFIDAVIT

I, Mst. _____ Daughter/Wife of _____, provisionally selected as LHV Student for two years diploma course in the Public Health School _____, do hereby solemnly declare that:

1. I shall abide by all the rules, regulations, terms & conditions mentioned in the Prospectus governing my admission into LHV training course, and/or, of the Public Health School, as issued or amended or to be amended from time to time; and
2. I shall not indulge in any sort of political, sectarian and/or subversive activities, neither shall I organize or become a member of a body involved in suchlike activities during the course of my LHV training; and
3. I shall not object to any unforeseen or planned change in the duration, curriculum and / or teaching / learning methodology as related to my LHV diploma training; and
4. I shall refund the entire amount of expenditure made by, and/or for, and/or through the Government of Khyber Pakhtunkhwa on my LHV education / training in case I, or my parents / guardian withdraw my admission at own will or as a result of myself having been expelled from the Institute on any disciplinary or other grounds; and
5. I shall not claim any reimbursement from the Public Health School, and/or Provincial Health Services Academy, and/or Government of Khyber Pakhtunkhwa, of any expenditure/s incurred by me or my parents/guardian on my LHV education/training, in case I, and/or my parents/guardian withdraw my admission at own will or in case the same is cancelled by the relevant authorities on any disciplinary or other grounds; and
6. If it is proved that my candidature / admission into LHV training course is / was the result of, or based on provision of some fake / counterfeit / false / irrelevant document/s or information, my admission / training / Diploma shall be liable to be cancelled without any show cause notice been given to me and I / my parents / guardian shall not challenge at any forum the decision / action of relevant authority/ies, as taken in the light of provisions contained in the approved Prospectus governing my admission / training as LHV student.

SIGNATURES OF THE STUDENT

Name: _____

D/O _____

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