

PROSPECTUS



NIGAR COLLEGE OF NURSING

MTI-Swabi

 | www.gkmcs.edu.pk
 | ncn@bkmc.edu.pk

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



DISCLAIMER

The purpose of this prospectus booklet is to provide information to those seeking admission in the Nigar College of Nursing MTI Swabi, in two degree Nursing Programs namely Generic BSN and Post RN BSN and diploma in LHV. The information provided is subject to change as per policies of Pakistan Nursing Council (PNC), Khyber Medical University (KMU) and the College (NCN), without any notice or obligation. The right of Nigar College of Nursing to alter terms and conditions given in this booklet at any point in time cannot be challenged in any court of law.

Table of Contents

S.No	Description	Page No
1	Chairman Board of Governors' Message	4
2	Message by Lt. General Nigar Johar(R)	5
3	Principal's Message	6
4	Nursing Director's Message	7
5	Introduction	8
6	Vision, Mission, Future Plans	9
7	Accreditation	10
8	Four Years Generic BScN	11-14
9	Post RN BSN Program Overview	15-16
10	Eligibility Criteria and Merit Determination	17-20
11	Fee Structure	21
12	Learning Facilities	22-28
13	Admission Policy	29-30
14	General Policies	31-35
15	Dress Code	36-37
16	Fee Payment and Scholarship Policy	38-40
17	NCN Library Policy	40-42
18	Disciplinary Policy and Procedure	43-44

Chairman Board of Governors Message



It gives me great pleasure to write for Nigar College of Nursing named after Lt. Gen. Nigar Johar(R) who is daughter of the soil and first lady Lt. General and Surgeon General of Pakistan Army. Nursing is a noble profession and serves as the backbone of health delivery system. We need standardized nursing institutions in the country and I am sure Insha Allah this institution will place its name and reputation among the best institutions. I wish all the best to the new comers.

Prof. Dr. Ejaz Hassan Khan

MBBS, M Phil, PhD, FRCP (Edin)

FCPS, FCPP, DPFME, MHPE

Chairman Board of Governors

MTI Swabi

Message by Lt. Gen. Nigar Johar(R) HI (M)



Blessed are those that work for humanity and the nurses top this list. The decision to become a nurse, is the decision to dedicate the entire life serving humanity, the reason that it is rewarded in both the worlds. Future of nursing is very promising, I see nurses in all healthcare fields and also in leadership roles, stepping into decision-making positions for better policy changes. The journey is definitely worthwhile. They say nursing is not just an art, it has a heart, and our faculty is focused to train health care workers equipped with skills, knowledge, empathy, and kind hearts. I welcome my dear students to Nigar College of Nursing MTI Swabi, =where the commitment is excellence in nursing education. I am very confident that NCN will produce graduates who will set new standards in nursing and healthcare. Dear students, start with faith in Allah and yourself, the exciting journey of excellence in learning and healing. My prayers that Nigar College of Nursing is where passion meets purpose, compassion meets care and education meets excellence. Ameen.

Lt Gen Nigar Johar(R) HI (M)

MBBS, MPH, FRCP,
MSc Advance Med Administration,
MCPS Family Medicine,
FCPS Community Medicine.

Principal's Message



Nigar College of Nursing MTI Swabi is the first initiative in the public sector in district Swabi to provide state of the art facilities in nursing education and training. The objective of our college is to provide students with the opportunities to serve, to lead and to full their potential in all domains, so that they can compete and succeed in the modern world. We are committed to provide our students with firm foundation in nursing. Our facilities in terms of faculty, infrastructure and necessary others are excellent. We have a dynamic team of qualified faculty members who have diverse professional experience. They are dedicated to teach, facilitate, and train the students according to the required standards. I am confident that the Nigar College of Nursing will create a benchmark in nursing education in Pakistan.

I welcome you to the Nigar College of Nursing and wish you success in your future endeavors.

Mr. Hizbullah

BScN Aga Khan University
MScN Aga Khan University
PhD Scholar Khyber Medical university

Nursing Director's Message



Nursing is a caring profession that plays a pivotal role in delivering health care. Nurses in the modern era have diverse and complex roles and such complexity requires that nurses must be equipped with knowledge and skills in order to play their roles effectively in hospitals, communities and other health care settings. Quality nursing care is dependent upon the quality of training that nurses must be provided with. Therefore, standardizing nursing education should be the foremost goal of nursing institutions in Pakistan. There is a grave national level deficiency of qualified nurses. This urge for taking initiatives in public as well as private sectors in this country to establish quality nursing institutions in order to overcome this deficiency. Nigar College of Nursing MTI Swabi is one of the crucial steps in this regard. I wish all the students of NCN every success in their professional and personal life.

MR. MEHRAN KHAN
NURSING DIRECTOR
MTI-BKMC, SWABI

INTRODUCTION TO NIGAR COLLEGE OF NURSING MTI SWABI

Nigar College of Nursing (NCN) Swabi is a project of MTI Bacha Khan Medical Complex Swabi. Nigar College of Nursing is located on main road at Shah Manoor, Swabi. District Swabi and the surrounding areas have quite sound literacy rates. The people of this area demands such type of learning process and modern courses which may lead them to bright future. They need a clear and transparent way of education system in Medical and Health Sciences that can improve quality of life for the individual and families. Being a central district, Swabi does not have any public sector nursing college so far. Presently, there are approximately one hundred thousand nurses registered with Pakistan Nursing Council; however, according to the WHO demand, the country should have nine hundred thousand nurses by the end of 2030. We aim to start with three programs listed below.

- **Generic BSN (4 Years Degree program)**
- **Post RN BSN (2 Years Degree Program)**
- **LHV (2 Years Diploma Program)**



VISION

The vision of Nigar College of Nursing Swabi is to progress as a state-of-the-art Nursing college at national level that fosters modern methods of academic excellence and community health care.

MISSION

The mission of the Nigar College of Nursing Swabi is to improve the quality of the life for individuals and society by promoting health, preventing and curing disease, advancing biomedical research and educating tomorrow's nurse clinical specialists, Public Health Nurses and health researchers.

FUTURE PLANS

NCN envisions expanding its horizon to cater various other nursing educational programs, different nursing specialization programs and Master of Science in Nursing (MSN).



WHY NCN

- NCN has qualified faculty members with diverse experience.
- NCN will adopt modern diverse teaching and learning methodologies through a rigorous training process in collaboration with BKMC.
- NCN has the benefit of availing three hospitals for clinical training.
- NCN will offer competitively paid Internship to its graduates.

ACCREDITATION

- Nigar College of Nursing is registered with Pakistan Nursing Council (PNC), Islamabad for Generic BSN (4-year), Post RN BSN (2-Years) and LHV (2- Years).
- The institute is affiliated with Khyber Medical University, Peshawar.

Year 1 Semester I

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Fundamental of Nursing-I	2	2	4
2	Microbiology	2.5	0.5	3
3	Anatomy and Physiology-I	3	0	3
4	Biochemistry for Nurses	2	1	3
5	English-I	2	0	2
6	Computer Skills	0	1	1
Total				16

Year 1 Semester II

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Fundamental of Nursing-II	2	2	4
2	Applied Nutrition	1	0	1
3	Anatomy and Physiology-II	3	0	3
4	Community Health Nursing-I	2	1	3
5	English-II	2	0	2
6	Islamiat	2	0	2
7	Pak. Studies	2	0	2
Total				17

Year 2 Semester III

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Adult Health Nursing I	4	4	8
2	Pathophysiology I	1.75	0.25	2
3	Health Assessment -I	1	1	2
4	Pharmacology-I	2	0	2
5	English-III	2	0	2
6	Mathematics	1	0	1
Total				17

Year 2 Semester IV

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Adult Health Nursing II	4	4	8
2	Pathophysiology II	2.75	0.25	3
3	Health Assessment -II	1	1	2
4	Pharmacology-II	2	0	2
5	English-IV	2	0	2
6	Developmental Psychology	2	0	2
7	Nursing Ethics	1	0	1
Total				20

Year 3 Semester V

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Paediatrics Health Nursing	3	4	7
2	Community Health Nursing II	2.5	3.5	6
3	Teaching/Learning	3	0	3
4	English-V	2	0	2
Total				18

Year 3 Semester VI

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Mental Health Nursing	3	3	6
2	Introduction to Biostatistics	2.5	0.25	3
3	Behavioural Psychology	3	0	3
4	English-VI	2	0	2
5	Epidemiology	2	0	2
6	Culture, Health and Society	2	0	2
7				
Total				18

Year 4 Semester VII

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Critical Care Nursing	2.5	4.5	7
2	Introduction to Nursing Theories	2	0	2
3	Leadership and Management in Nursing	2	1	3
4	English-VII	2	0	2
5	Nursing Research	3	0	3
Total				17

Year 4 Semester VIII

S.No	Course Title	Clinical		Total Credit
		Theory	/Skills/Lab	
1	Nursing Seminar / role transition	2	0	2
2	Community Health Nursing III	2	3	5
3	Clinical Practicum	0	5	5
4				
5				
6				
7				
Total				12

PROGRAM OVERVIEW POST RN BSN

Year 1 Semester-I

S.No	Course No	Course	Credit Hours
1	SC 611	Biochemistry	2 (1.5 + 0.5)
2	NU 612	Advance Concepts in Nursing I	4 (2 + 2)
3	NU 613	(Adult Health Nursing)	3 (1.5 +1.5)
4	SC 614	Health Assessment	3
5	EN 615	Pharmacology English I (Functional)	02
6	CS 616	Computer Skills & Information Technology	02

Total Credits

16

Year -I Semester -II

S.No	Course No	Course	Credit Hours
1	NU 621	Advance Concepts in Nursing (II) Mental Health	04 (2+2)
2	SC 622	Introduction to Biostatistics	02
3	SC 623	Epidemiology	02
4	HU 624	Culture Health & Society	02
5	NU 625	Introduction to Nursing Models & Theories	02
6	EN 626	English II (Academics)	02
7	NU 627	Principle of Teaching and Clinical Preceptor ship	03

Total Credits

17

Year -II Semester –I

S.No	Course No	Course	Credit Hours
1	NU 631	Advance Concepts III (CHN)	4 (2 + 2)
2	SC 632	Introduction to Nursing Research	03
3	NU 633	Professional Development and Ethics	03
4	PS 634	Pak Studies	02
5	NU 634	Leadership and Management	03
6	EN 635	English III (Professional writing)	02

Total Credits

17

Year -II Semester -II

S.No	Course No	Course	Credit Hours
1	NU 641	*Research/Evidence based Elective Project	04
2	SC 642	Clinical Practicum	06
3	EN 643	**English IV (Scholarly writing)	02
4	IS 644 /ET 644	Islamic Studies/Ethics (For Non-Muslims)	02

Total Credits

14

*Research/ Evidence based Elective project: Every student should write a project report/research report/ individually in the final year in their topic of interest approved by Faculty.

**The clinical practicum should be flexible and student should choose clinical area according to their interest with an approval obtained from the course teacher. The clinical practicum should also include clinical seminar, tutorials, clinical and reflective logs.

ELIGIBILITY CRITERIA FOR ADMISSION IN GENERIC BSN DEGREE PROGRAM

- Minimum of 50% overall score in FSc Pre-medical awarded by Board of Intermediate and Secondary Education.
- O and A level certification accompanied by an equivalence certificate from the Inter Board Committee of Chairmen (IBCC).
- Male and female between age 17-25years.
- Must have taken KMUCAT
- Qualifying on Merit list and interview

DETERMINATION OF MERIT FOR GENERIC BSN

The total seats available for admission in each program and their allocation is shown the following table:

Weightage for preparation of final merit list will be as under:

<u>EXAMINATION</u>	<u>FINAL WEIGHTAGE</u>
SSC or Equivalent Level Examination	10 %
HSSC or Equivalent Examination	50 %
KMU-CAT	40 %
Hafiz-e-Quran	20 Marks (will be added to Score in HSSC examination)

ELIGIBILITY CRITERIA FOR POST-RN BSN

- Matric with science (Physics, Chemistry & Biology) as main subjects as per HEC requirement.
- Diploma in nursing
- Diploma in midwifery (Any Post Basic specialty for male in lieu of Midwifery Diploma).
- Valid PNC registration with all entries of professional qualifications
- Provision of NOC from concern department in case of student working in public sector
- Qualifying on Merit list and interview.



Determination of Merit for Post RN BSN

EXAMINATION/TEST	FINAL WEIGHTAGE
SSC or Equivalent Level Examination	20 %
Diploma General Nursing	80 %

Eligibility Criteria for Lady Health Visitor (02 Years Diploma)

- Qualification: Applicant must meet one of the following academic levels
- F.Sc (Pre-Medical) with 45% marks minimum (Physics, Chemistry & Biology as compulsory subjects)
- Matric (Science) with 45 % marks minimum (Physics, Chemistry & Biology as compulsory subjects)
- Age Limit: 14-35 years

FEE STRUCTURE FOR GENERIC BSN and POST RN BSN DEGREE PROGRAMS

S.No	Description of Fee	Amount
1	Admission Fee (Once)	20,000/-
2	Tuition Fee (Per Semester)	70,000/-
3	PNC Pre-registration Fee (Once)	1000/-
4	KMU Registration Fee (Once)	2500/-
5	Degree/Convocation fee (Once)	As per actual
6	Examination fee per semester (Theory and Viva)	As per actual
7	Security (Refundable) (Once)	5000/-
8	Students Annual Curricular/extracurricular (Annual)	3000/-
9	University Annual Retention Fee (Annual)	3000/-
10	Student ID Card Fee (Once)	200/-

Note: Fee Structure may change as per Policy of the College (NCN), KMU and PNC.



FEE STRUCTURE FOR LHV PROGRAM

S.No	Description of Fee	Amount
1	Admission Fee (Once)	10,000/-
2	Tuition Fee (Per Month)	4000 per month
3	PNC Pre-registration Fee (Once)	1000/-
4	Nursing Examination Board Enrolment Fee (Once)	2000/-
5	Examination fee (First Year)	5500/-
6	Examination fee (Second Year)	8500/-
7	Security (Refundable) (Once)	5000/-
8	Students Annual Curricular/extracurricular (Annual)	3000/-
9	Student ID Card Fee (Once)	200/-

LEARNING FACILITIES

LECTURER HALLS

All lecture halls are fully equipped with Multimedia, Whiteboards and other teaching facilities



SKILL LAB

Skill Lab is an integral part of clinical learning where nursing students learn a variety of Lab based Nursing skills.



LIBRARY

Library is fully equipped with nursing books as recommended by PNC/KMU. Students can utilize library and its resources according to NCN Library Policy.





SCIENCE LAB:

Science Lab is fully equipped with all necessary equipment's and chemicals for practical activities of Bio-Chemistry and Microbiology



HOSPITAL & COMMUNITY BASED CLINICAL FACILITY:

NCN is affiliated with MTI Bacha Khan Medical Complex (BKMC) for clinical facilities, which is tertiary care teaching hospital. Underprivileged areas of District Swabi and the nearby BHU's will be utilized for community based clinical



ANATOMY LAB

Anatomy Lab is equipped with all the necessary models.



SPORTS/EXTRA CO-CURRICULAR ACTIVITIES

- Annual sports week will be organized each year.
- Students will have recreational tours to different areas of Pakistan depending upon the feasibility and security situations.
- Students will organize welcome parties, get-togethers, Eid-Milan etc.

Note: The dates and venues for the above activities will be decided by the NCN management according to suitability of time & feasibility in the prevailing circumstances



TUTORIAL ROOM & STUDENTS' LOUNGE

One students' lounge and a tutorial room are available for group activities for the students



NCN ADMISSION POLICY AND PROCEDURE



- All candidates must study the prospectus before applying for admission.
- The 'NCN Admission Committee' shall announce the admission schedule and call applicants for admission to Generic BSN & Post RN BSN Programs.
- The candidates shall submit their Admission forms by hand at Students Affairs Section, NCN.
- Incomplete forms received by Post, urgent mail, courier service or any other means shall not be entertained.
- No admission form will be accepted after the due date for submission.
- The Admission/scrutiny committee shall process all valid applicants and attached documents for eligibility to admission.
- The final merit list will be uploaded on GKMC/NCN website and the candidates short-listed for interview will be highlighted. The date of interview will be notified on the website along with the list of short-listed candidates.
- Objections, if any, must be submitted in writing to the Chairman NCN Admission Committee/Principal NCN within two days after the merit list is displayed, to rectify any errors or omissions.
- Candidates, who do not appear in the interview, will be considered as drop outs and next candidates on merit list will be called for interview.
- After interview, the selected candidates will be contacted through phone calls and text message for submission of fee/dues and required documents. No candidate will be admitted unless he/she has paid the fee and other dues within the stipulated time.
- All dues must be paid by the due date (within one week of interview), otherwise the admission of defaulting students will be cancelled and next candidate on merit list will be considered for admission.
- All certificates or any other documents submitted with the application form will be subject to verification. Any candidate whose documents are found incorrect/forged, or has provided incorrect data, rendering him/her ineligible for admission under the rules, will be struck off from the college roll and legal action may be taken under the criminal and civil law against him/her.
- Upon admission, students will have to submit all the original documents in the NCN Students Affairs Section. The documents will be returned on completion of the course only.
- The application forms and photocopies of the documents submitted by the candidates, not selected, will not be returned to them.
- A written application for cancellation of admission with suitable reasons will be required if any selected student wants to cancel his/her admission at any stage of the program. Cancellation of admission will be processed according to NCN policy.
- The students will have to sign a legal stamp paper (specimen will be provided), confirming that in case of leaving the college due to any reason, at any stage, he/she will not claim for fee refund. In addition, 50% of the all remaining semesters fee will be charged as penalty from the student.

GENERAL POLICIES

- Students primarily are responsible for their own learning and completion of the scheduled examinations and attendance of all the academic activities.
- The entire building of the College and Hospital including washrooms and student lounges have been declared “No Smoking zone.” Students are expected to respect it.
- Eating and drinking is prohibited in the classrooms, tutorial rooms, Skills lab, Computer Lab, and library etc.
- Students are expected to dress up in a simple and decent manner at all times and in all settings on Campus. Tight trousers/Jeans, unpleasant shades, and undesirable figures on shirts must be avoided.
- Students are not permitted to use mobile phones in the classroom & clinical areas. If any student is found doing so, his/her mobile will be taken into custody by the concerned faculty/coordinator for at least one week.
- Students are not allowed to promote or be involved in any kind of politics in the college.
- Students are not allowed to use Admin office phone for their personal use.
- Students are not allowed to attend visitors inside the college at any time without permission.
- No student is allowed to make any public statement, communication, or correspondence with the press or other media regarding any matter of the college or hospital.

DISCLAIMER

For all the policies there could always be an exception. For individual cases, depending on the nature of case, decisions are given by the relevant committee/Principal

GENERAL POLICIES

- The College expects its students to strive for the acquisition of attributes that benefit objectives of the NCN in particular and Nursing profession in general. These attributes in turn should be reflected in their everyday behavior, attitude and attire.
- All students are expected to observe high standards of honesty, morality and discipline.
- Students are required to respect the rights and privileges of all members of NCN and hospital members and abstain from the conduct that might damage the reputation of NCN and that may lead to the disruption of any academic program of the College.
- Students are expected to show tolerance, understanding and respect to others while sharing their point of view. In case of any misunderstanding with peers, the faculty members or college authorities, discussions and open exchange of view is encouraged.
- Students are expected to be courteous to members of the opposite gender and be cognizant of Pakistani cultural norms in cross gender interaction at all times. In certain circumstances, they will refrain from any behavior that can be interpreted by others as harassment.

THE FOLLOWING CONDITIONS WILL BE CONSIDERED AS OFFENSE TO THE INSTITUTION AND WILL BE DEALT ACCORDING TO DISCIPLINARY POLICIES

- Malicious acts, thefts, will full damage or misuse of college property.
- Unauthorized housing of persons in the building of college.
- Any form of unauthorized rallies, demonstrations or any sort of organized obstructions against students/college, hospital function in any manner whatsoever.
Possession, use and display of firearms, drugs, alcohol or other contraband items on campus or at college related events.
- Misbehaving, beating or assault on students, faculty or clients or member of the staff.
- Demonstrating any behavior which can be interpreted by others as sexual or any other kind of harassment.
- Cheating, plagiarism or the use of unfair means in examination or any other academic setting, student will be assigned zero credit in that particular paper/assignment.
- In case a student is involved in an illegal or criminal case, the student concerned him/herself will be responsible to put up his/her defense.

“ZERO TOLERANCE TO AGGRESSION or ANY KIND OF HARASSMENT”

ATTENDANCE POLICY

- It is mandatory as per PNC rules that students must attend all academic sessions including lectures, tutorials, seminars, practical, clinical duty, ward assignments and examinations.
- A minimum of 75% overall attendance is required for all subjects. Attendance of each student will be assessed before all Exams/assignments and graded presentations. Those failing to meet the required attendance will be allotted 0 marks in subsequent Exam/assignment and graded presentations.
- As per KMU policy, the attendance of each student shall be sent to KMU on monthly basis and if any students fails to maintain 75% of attendance in any subject, the student shall not be allowed to appear for examination in that subject.
- Students failing to be present in a graded test, presentation, assignment or exam, will be allotted zero marks for that test, presentation, assignment or exam. Students having <75% overall classroom attendance in a subject, will not be allowed to sit in exam for that subject as per KMU policy.
- The margin of 25% of absence is intended to cover absence only on account of sickness or special emergency considered justifiable by the principal. It will not cover leaves for marriage, maternity or family occasions. A written application should be sent via coordinator to the principal by the student or his/her parent or guardian reporting his/her illness or the cause of absence.

- Students should be present in class at scheduled time. No student is allowed to leave the lecture room, practical class or hospital ward without the permission of his/her teacher or until the teaching session ends.
- Student arriving within ten minutes of schedule time will be marked late where as those arriving after ten minutes will be marked absent. Three times being late will be considered as one absent.
- A student who remains absent from the college for two weeks without permission and justification will be liable to strict disciplinary action.

All the following scenarios will be considered as “Absence”.

- Coming late by ten minutes or more into the class.
- Uninformed leave/Sick leave/emergency leave.
- All irregularities, negligence of duties and breach of discipline and the subsequent action taken are to be brought to the notice of the principal by the teacher under whom the student is attending teaching/learning sessions.

CLINICAL POLICIES

Students are required to be on time in the hospital based and community based clinical as per individual schedule. Student must follow the scheduled time properly. Hundred percent (100%) attendance in clinical is expected of all students. In case of absenteeism, students can make up only 10% in each clinical which must be calculated separately in each semester. Furthermore, such students must consult their concerned faculty member to negotiate remedial strategies and time frame for meeting the clinical objectives.

CLINICAL MAKEUP POLICY

- For one informed absence, (information must come to the concerned faculty prior to the clinical day) there is one day duty make-up with clinical assignment.
- For un-informed absence, the student must do double (1x2) makeup duties along with clinical assignments.
- Student arriving within ten minutes of designated time for three clinical days are marked as one absent. All such students in the clinical area must do one make-up duty without extra clinical assignment.
- In case of sickness, it is compulsory to submit sick certificate from reliable source to the concerned faculty member on the following day. The student will have to do one make up duty for the missed clinical duty.

Any unsafe practice or unethical behavior found in the clinical area during the program will be dealt with according to the following process.

- Documentation in “Incidence Form” for unsafe practice.
- Formal Hearing
- Learning contract/Corrective action/Disciplinary action depending upon the nature of practice.

DRESS CODE (*For Classroom*)

- Uniform for female students of Generic and Post RN BScN: White Kamiz, Grey Shalwar and white Dupatta, with simple black shoes, black socks, Black coat or sweater in winter.
 - Uniform for female students of LHV: Sky blue Kamiz, White Shalwar and white Dupatta with simple black shoes, black socks, Black coat or sweater in winter.
 - Uniform for male students of Post RN BSN Program is white shalwar and Kamiz with black shoes, black socks and black coat or sweater in winter.
 - Uniform for male students of Generic BSN Program: White Shirt and Grey Pant with black tie, simple black belt, black shoes, black socks and black coat or sweater in winter.
 - Hair must be neat and above the collar. Female students can only wear simple black, brown or white clips or bands.
 - No nail polish/mehendi/ or dark makeup is allowed. (Mehendi can only be applied on palms during any ceremony with written permission by year coordinator/principal).
 - Only a pair of small studs/earrings can be worn.
 - Student must wear the NCN Identification (ID) cards all the times along with uniform.
- Labs Dress** (Biochemistry/Microbiology Lab)
- White Lab coat/overall over classroom dress.

FOR CLINICAL DUTY IN HOSPITAL

- Male students of Generic and Post RN BScN: Grey Color Scrub Uniform with black shoes
- Female Students of Generic and Post RN BScN: Grey color kamiz and Shalwar with White Dupatta and simple black shoes.
- Female Students of LHV: Maroon color Kamiz and Shalwar with white dupatta and simple black shoes.
- Female students who wear scarf in routine shall wear only white color scarf. No colorful scarfs will be allowed.
- For winter only black sweater is allowed in clinicals for both males and female students.
Students must carry basic stationary (red & black ball points, eraser, pencil, scissors, nail cutter, inch tape and stethoscope, pen torch etc) with them.
- During community clinical/field visits, all students must wear Shalwar and kamiz that are neat, clean and appropriate to the site of visit. Students must wear close shoes.
- Student must wear the NCN Identification (ID) cards all the times along with uniform.

Note

Student who does not follow the Dress Code (Clinical/Classroom/Community) will be fined and will not be allowed to attend the clinical/lecture/lab.

RULES REGARDING PAYMENT OF FEES

- All students must pay their fees/dues within first 10 days of each semester the due date will be fixed and notified by the accounts department and Principal of NCN.
- If the student is unable to pay the dues on the due date, he/she must seek the permission of the principal for extension of the last date of payment of the dues. If the fee is not paid within one week after the due date, the student will be fined Rs. 100/day.
- If the defaulter fails to clear the dues within two weeks after the extended date, the student will not be allowed to sit in the class/attend clinical/lab and ultimately the candidate's name will be struck off from the college. In case any student does not want to join or wishes to discontinue the study program after submitting all the fees due to any valid reason, only the tuition fee along with PNC Registration fee, KMU Registration fee, University Annual Retention fee and student ID card fee may be returned to the student according to the following conditions:
 - a) Before the commencement of classes, full tuition fee along with the above mentioned fee may be returned.
 - b) With in FIFTEEN days of the commencement of classes, 50% of the total tuition fee along with the above mentioned fee may be returned.
 - c) After FIFTEEN days of the commencement of classes, ONLY PNC Registration fee, KMU Registration fee, University Annual Retention fee and student ID card fee shall be returned provided that the college has not sent the concerned student registration to PNC & KMU.

- If any student wishes to leave a study program at any stage after the college has sent his/her registration to PNC & KMU, the student will be liable to pay the tuition fee of all of the remaining semesters.
- Students are expected to pay/clear all the dues before their forms are sent to KMU for final Examination of the semester. If a student fails to pay tuition fees and other dues, his/her examination forms will not be entertained.

Note: If a female applicant applies for two programs at a time i.e. LHV and Generic BScN. The merit of LHV finalizes and she submits the first installment of fee for it. Now, before commencement of classes, if this applicant is selected in the Generic BScN and she wishes to switch into it, her submitted fee may be refunded or adjusted on her request without any deduction.

NCN STUDENTS SCHOLARSHIP POLICY

- NCN offers **Two Merit Based Scholarships** to students of **Generic BSN (4-Years degree program)**. The scholarship covers the tuition fee only. Students availing the scholarships are liable to pay all other dues including PNC and KMU registration fee, admission fee, KMU Examination fee, hostel fee etc.
- **The Scholarships** will be awarded to top position holder students in the class on the basis of scoring in the final exam of Khyber Medical University (KMU) in each semester. Merit scholarship will be awarded for each semester based on result in the previous semester exam. In case, any two students having the same GPA, the scholarship award will be decided on the basis of overall high percentage in the KMU examination of that semester.

- The Merit Scholarships may be transferred to other students if the student receiving the scholarship fails to maintain the top position in the next KMU semester exam.
- The award of scholarship will be decided by NCN Scholarship Committee.
- The scholarship status of a student may be reviewed or withdrawn on the basis of a student's professional conduct, behavior, attitude, on-going academic performance and the required attendance as per KMU policy.

NCN LIBRARY POLICY

Students are advised to follow the rules given below for NCN's Library resources utilization.

1. Students must register themselves for library membership prior to use of library.
2. No book shall be issued to a student unless he/she present library card to the librarian in person.
3. Only Two books (of different titles) can be issued to one student at a time for the period of ONE WEEK.
4. No student is allowed to re-issue the same book at the time of its return.
5. If any of the library books is lost, the borrower shall replace the book of the same edition within one week period, otherwise the student shall pay the DOUBLE COST of the book.

6. Students are required to handle the books very carefully. Marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case, students shall be held responsible unless these are brought to the notice of the librarian at the time of issuance.
7. Students are instructed to check the books while issuing; they will be responsible for any type of damage or mutilation noticed at the time of return.
8. Students must make sure the return of books against their name in related documents/computer in their own presence.
9. Daily fine for overdue books will be charged Fifty Rupees per day, per book.
10. Newspapers, periodic, journals, magazine, reviews, brochures & material stampedes or “REFERENCE” will not be issued.
11. Students shall sign full signature separately against each lending book.
12. Personal belongings (purses, bags etc.) are not allowed inside the library.
13. Use of mobile phone, edibles, or talking inside Library is prohibited. Students shall pay their due fines on time: otherwise they shall not be allowed in the library/classroom/clinical/issuance of any book till all the dues are cleared.

COMMITTEES IN NCN

There are various committees in NCN, few are mentioned below.

ADMISSION COMMITTEE

Principal NCN	Chairperson
Vice Principal NCN	Member
Program Coordinator	Member
Academic Coordinator	Member

TERMS OF REFERENCES

- Facilitate and guide the clerical staff for proper entry of admission forms.
- Check the eligibility of candidates applying for the specific program.
- Ensure transparency throughout the admission process.
- Finalize the list of selected candidates according to merit.
- The recommendations of selection committee will be considered final.

DISCIPLINARY COMMITTEE

Institutional Disciplinary Committee for Minor Infraction Consists of:

1. **Vice Principal** Chairperson
2. **Senior Faculty** Member
3. **Clinical Faculty** Member
4. **Concerned Year Coordinator** Members

DISCIPLINARY COMMITTEE FOR MAJOR INFRACTION

1. **Project Director NCN** Chairperson
2. **Principal NCN** Member
3. **Senior Faculty NCN** Member
4. **Concerned Year Coordinator** Members



Disciplinary Action Procedure:

- i. Written complaint against the student to chairperson.
- ii. Chance of defense in shape of written explanation by the defaulter.
- iii. Whether it is a minor or a major infraction, the disciplinary committee will make a decision based on facts/evidences collected from different sources

Minor Infractions/Offenses:

- i. Minor infraction/offenses include irregularities, absenteeism, defamation of profession and institution, for example blackmailing in newspapers, negative projection, plagiarism, breaking rules damage of property etc.
- ii. For minor infraction three written warnings will be issued, if there is no improvement then the case will be treated as a major infraction.

Major Infractions/Offenses:

- i. Major infractions/offenses include theft, malpractice, misconduct, strikes, involvement in politics, unethical attitude with patients, addiction, suicide attempts, medication errors, cheating in examination, any kind of harassment, sexual abuse etc.

Final decision of penalty could be either:

- i. Written warning, monetary penalty, and statement from the parents to not repeat the same offence in future.
- ii. Withholding from upcoming semester's examination or freezing the whole year.
- iii. Termination from the program
- iv. Black listing from respective program



Lt Gen Nigar Johar(R) HI (M)
MBBS, MPH, FRCP,
MSc Advance Med Administration,
MCPS Family Medicine,
FCPS Community Medicine.



NIGAR COLLEGE OF NURSING

MTI-Swabi



0938-285410
0938-285411



Swabi Jehangira Road, Shahmansoor, Swabi, Khyber Pakhtunkhwa



| www.gkmcs.edu.pk



| ncn@bkmcs.edu.pk