

# PROSPECTUS 2022-2023



# MARDAN COLLEGE OF NURSING (BKMC)





## DISCLAIMER

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



Save one life,  
you're a hero. Save 100 lives,  
you're a *nurse*



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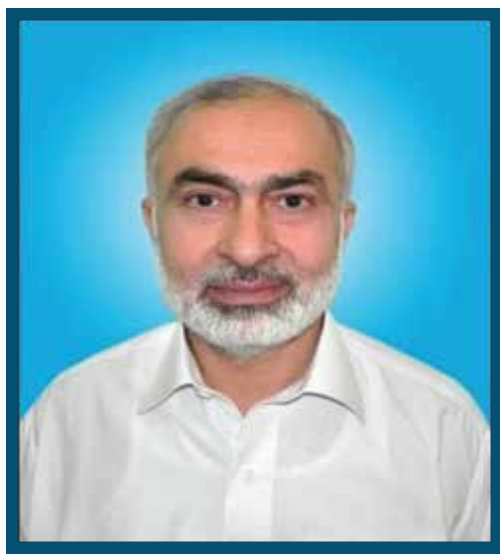


# MESSAGES

## CHAIRMAN BOGS MESSAGE

Nursing can be described as both an art and a science. At its heart, lies the fundamental respect of human dignity and an intuition of patients' needs. Profession of Nursing is a key component of health care delivery system. It is one of the noblest professions and its significance is acknowledged since the times immemorial. Today's health care system demands highly qualified, professionally trained and skilled nurses to ensure sound results in the patient care management. In addition, there must be enough number of staff available in the health care settings in order to meet the minimum standards of care. Unfortunately, the current statistics of Pakistan show that there is huge deficiency of qualified nurses in our country. Therefore, it is the need of the day to establish more nursing colleges to address this issue. In this regard, BKMC added a new pillar to its long and continuing foundation in the field of health services and medical education by initiating College of Nursing to introduce two degree nursing programs. I really appreciate the determined efforts of all members associated with the College of Nursing, Mardan in any capacity. I assure my continuous help and support to the College.

## PROJECT 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. This demands that nurses must be equipped with knowledge and skills in order to play their roles effectively in hospitals, communities and other health care settings. Therefore, continuous professional development (CPD) is the need of the day and ongoing education is the corner stone for the enhancement of quality care. 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 training institutions in order to overcome this deficiency. College of Nursing BKMC-Mardan is one of the steps in this regard. I wish all the students of MCNM- BKMC every success in their professional and personal life.

## PRINCIPAL'S MESSAGE



College of Nursing-BKMC-Mardan stands the first initiative in the public sector in Khyber Pukhtookhwa after Khyber Medical University to provide state of the art Degree Nursing College. The objective of our college is to provide students with the opportunities to serve, to lead and to fulfil their potential in all spheres, so that they can 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 others are excellent. We have a dynamic team of qualified faculty with diverse professional experience dedicated to teach, facilitate, and train the students according to international standards. I am confident that the College of Nursing BKMC-Mardan will create a benchmark in nursing education in Pakistan by ensuring a steady flow of professionals who meet the international standards in term of

quality of education and services provided. I welcome you to the College of Nursing-BKMC-Mardan and wish you success in all your future endeavors.

## MESSAGE OF NURSING DIRECTOR



Nursing is the noblest profession which offers bright and rewarding career. It is a great source of pride for MTI Mardan to initiate nursing college and to introduce degree programs i.e. Generic BSN and Post RN BSN. Considering the shortage of qualified nursing staff in Pakistan, a dire need compels to establish institutes that offer high standard education in the discipline. By starting these programs, MTI MCNM intends to contribute and strengthen the health care system in the country. We aim to provide quality education to produce skilled nurses, researchers and nursing leaders. I welcome the new students and wish them a very good luck for future endeavor.

## MARDAN COLLEGE OF NURSING- BKMC, MARDAN

Mardan College of Nursing Mardan (MCNM) is located in Mardan city, on the Main Nowshera Road in the premises of the campus of Bacha Khan Medical College (BKMC) and Mardan Medical Complex (MMC). The Board of Governors of BKMC approved the establishment of College of Nursing under the umbrella of BKMC within its campus. BKMC happens to be the pioneer in initiating a nursing college to offer degree programs in the discipline. In order to address the issue of insufficient number of nursing professionals in the country and to cope up with new trends and requirements of health promotion and quality education, the institute has started two degree level programs with the approval of Pakistan Nursing Council and Khyber Medical University Peshawar as under:

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

### Vision of MCNM

The vision of College of Nursing Mardan is to progress as a state of the art Nursing College that advances modern methods of academic excellence & community health care, becoming a major source of nursing education in the country.

### Mission of MCNM

The mission of the College of Nursing Mardan is to improve the quality of the life for individuals and society by promoting health, preventing and curing disease, advancing nursing research and education for tomorrow's nurses and health researchers.

### FUTURE PLAN

MCNM is planning to expand its horizon to cater various other nursing educational programs, different nursing specialization programs and Master of Science in Nursing (MSN).





## WHY MCNM?

- ♦ MCNM offers sufficient and highly qualified faculty with diverse experience.
- ♦ MCNM will adopt modern diverse teaching and learning methodologies through a rigorous training process in collaboration with BKMC and MMC.

## ACCREDITATION

- ♦ College of Nursing Mardan (MCNM) is registered with Pakistan Nursing Council (PNC), Islamabad for Generic BSN (4-year) Program and PostRN BSN (2-Years) Program.
- ♦ The institute is affiliated with Khyber Medical University, Peshawar.



# FOUR YEARS BECHELOR IN NURSING DEGREE PROGRAM (GENERIC BSN)

## CURRICULUM FOR GENERIC BSN DEGREE PROGRAM

- ♦ MCNM is following the curriculum of Higher Education Commission (HEC), Pakistan for Generic BSN approved by Pakistan Nursing Council
- ♦ The entire course is spread over four years, which consist of 135 credit hours.

# YEAR I

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

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





2

YEAR

YEAR

3

YEAR

YEAR

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

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

Year 3, Semester V					
S.NO	Course Title	Theory	Clinical	Skills/Lab	Total Credit
1	Pediatrics Health Nursing	3	3	1	7
2	Community Health Nursing II	2.5	2.5	1	6
3	Teaching/Learning: Principles and Practices	3	0	0	3
4	English-V	2	0	0	2
Total					18

Year 3, Semester VI					
S.NO	Course Title	Theory	Clinical	Skills/Lab	Total Credit
1	Mental Health Nursing	3	3	0	6
2	Introduction to Biostatistics	2.5	0	0.5	3
3	Behavioral Psychology	3	0	0	3
4	English-VI	2	0	0	2
5	Epidemiology	2	0	0	2
6	Culture, Health and Society	2	0	0	2
Total					18

# YEAR 4

Year 4, Semester VII					
S.NO	Course Title	Theory	Clinical	Skills/Lab	Total Credit
1	Critical Care Nursing	2.5	4	0.5	7
2	Introduction to Nursing Theories	2	0	0	2
3	Leadership and Management in Nursing	2	1	1	3
4	English-VII	2	0	0	2
5	Nursing Research	3	0	0	3
Total					17

Year 4 Semester VIII					
S.NO	Course Title	Theory	Clinical	Skills/Lab	Total Credit
1	Nursing Seminar/Role Transition	2	0	0	2
2	Community Health Nursing-III	2	3	0	5
3	Clinical Practicum	0	4	1	5
Total					12



WELCOME/ FAREWELL PARTY 2021

# TWO YEARS POST RN BSN DEGREE PROGRAM

## CURRICULUM FOR POST-RN BSN DEGREE PROGRAM

- MCNM is following the approved curriculum of Higher Education Commission (HEC), Pakistan.
- The entire course is spread over four semesters, in two years, which consist of 66 credit hours.

## SUBJECTS OVERVIEW POST RN BSN DEGREE PROGRAM

YEAR 1

Post RN BSN Year-1											
	Semester-I						Semester-II				
S #	Subject	Credits	Theory	Clinical	Lab	S#	Subject	Credits	Theory	Clinical	
1	Biochemistrv	2	1.5	0	0.5	1	Advance Concepts of Nursing- II (Mental Health Nursing)	4	2	2	
2	Advance Concepts of Nursing- I	4	2	2	0		Introduction to Biostatistics	2	2	0	
3	Health Assessment	3	1.5		1.5	2	Epidemiologv	2	2	0	
4	Pharmacologv	3	3	0	0	3	Culture. Health. Societv	2	2	0	
5	English-1 (Functional)	2	2	0	0	4	Introduction to Nursing Models & Theories	2	2	0	
6	Computer Skills & Information Technology	2	1	0	1	5	English-II (Academic)	2	2	0	
						6	Principle of Teaching and Clinical Preceptor ship	3	3	0	
						7					
Total		16	11	2	3		Total	17	15	2	

Year-2, Semester-I				
S. No	Subject	Credits	Theory	Clinical
1	Advance Concepts III (CHN)	4	2	2
2	Introduction to Nursing Research	3	3	0
3	Professional Development and Ethics	3	3	0
4	Pak Studies	2	2	0
5	Leadership and Management	3	3	0
6	English III (Professional writing)	2	2	0
Total		17	15	2

YEAR 2

Year-2, Semester-II				
S. No	Subject	Credits	Theory	Clinical
1	Research/ Evidence based Elective project	4	4	0
2	Clinical Practicum	6	0	6
3	English-IV (Scholarly writing)	2	2	0
4	Islamic Studies/Ethics (For Non-Muslims)	2	2	0
Total		14	8	6



## SEATS DISTRIBUTION

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

Program	Total Seats	Seats for Male Students	Seats for Female Students
Generic BSN (4-Year) Program	40	20	20
Post RN BSN (2-Year) Program	50	25	25

## 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.
- ♦ Qualifying on Merit list and interview.

## Determination of Merit for Generic BSN

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

EXAMINATION	FINAL WEIGHTAGE
SSC or Equivalent Level Examination	10%
HSSC or Equivalent Level 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).
- ♦ 01 Years post midwifery/specialty, clinical experiences.
- ♦ 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%

## FEE STRUCTURE FOR POST RN & BSN DEGREE PROGRAM

S.NO	DESCRIPTION	FEE
1	Admission fee (Once)	15,000
2	<b>Tuition fee (per semester)</b>	<b>65,000</b>
3	Degree/convocation fee (Once)	As per actual
4	<b>Examination fee (per semester)</b>	As per actual
5	Security (Refundable)	5,000
6	Students Fund	<b>2,000</b>
7	<b>University Annual Retention Fee</b>	As per actual
8	<b>Hostel Fee</b>	As per actual

Note: Fee Structure may change as per Policy of the Institute (MCNM)/KMU.

## LEARNING FACILITIES

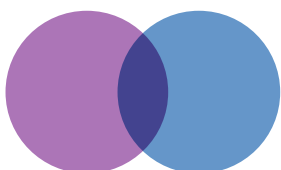
### LECTURER HALLS:

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



### AUDIO VISUAL/ENGLISH LANGUAGE ROOM

Audio Visual/English Language room is established which can easily accommodate 35 students at a time.



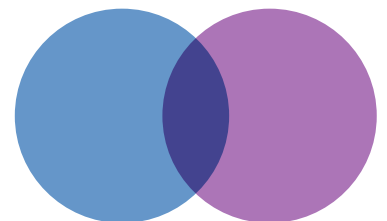


## SKILL LAB:

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



## IT LAB:



## LIBRARY:

Library is fully equipped with Nursing and allied health/medical sciences books and journals.



## 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:

MCNM is affiliated with Mardan Medical Complex (MMC) for clinical facilities, which is 500 beds teaching hospital.

Underprivileged areas of District Mardan and some BHU's will be identified for community based clinical.

## SPORTS/EXTRA CO-CURRICULAR ACTIVITIES

Annual sports week will be organized each year.

Students will have a study visit to different areas of Pakistan each semester.

Students of MCNM will have recreational tours to different locations in the country/province.

Students will organize welcome parties, get-togethers, picnic parties etc.

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

## ANATOMY & PHYSIOLOGY (A&P) LAB:

A & P Lab is equipped with different models for better understanding of the students.



## CONFERENCE/TUTORIAL HALL:

One conference and two tutorial halls are available for group activities for the students.





## CLINICAL LEARNING FACILITIES

College is affiliated with Mardan Medical Complex (MMC) for clinical facilities, which is 500 beds teaching hospital.



## COMMUNITY BASED CLINICAL FACILITY

Under privilege areas of District Mardan and some BHU's will be identified for community based clinical.

## HOSTEL FACILITY FOR FEMALE STUDENSTS

Hostel facility is available for only for female students in the campus with all necessary requirements.



## MCNM ADMISSION POLICY AND PROCEDURE

- ♦ All candidates must study the prospectus before applying for admission.
  - ♦ The 'MCNM 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 byhand at Students Affairs Section, MCNM.
  - ♦ 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 BKMC/MCNM website and the candidates shortlisted 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, be submitted in writing to the Chairman MCNM Admission Committee/Principal MCNM 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.
  - ♦ 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 MCNM 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.
  - ♦ 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 remaining semesters fee of all semesters 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 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, learning resource center, and libraries etc.
- ♦ Students are expected to dress up in a simple and decent manner at all times and in all settings on Campus. Tight trousers/J 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 for one week.
- ♦ Students are not allowed to promote 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.
- ♦ Written authorization from the Principal MCNM is required before making any public statement, communication, or correspondence with the press or other media for mass communication

**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

**POST RN**  
STUDENTS





## GENERAL POLICIES

- ♦ The College expects its students to strive for the acquisition of attributes that benefit objectives of the MCNM 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 always have to respect the rights and privileges of all members of MCNM and hospital members and abstain from the conduct that might damage the reputation of MCNM 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 hostel or other building in the 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 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/her- self will be responsible to put up his/her defense.
- “ZERO TOLERANCE TO AGGRESSION”**

## 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.
- ♦ Students failing to be present in a graded test, presentation, assignment or exam, will be allotted 0 marks for that test, presentation, assignment or exam.
- ♦ Students who remain absent in the mid term exam will need to submit an application along with supporting evidence for makeup exam within one week. This application will then be reviewed in the academic council and decision will be made accordingly, arranging the midterm exam if deemed necessary. This is to remind that makeup midterm exam will not be routinely arranged, it may be considered only in exceptional and legitimate circumstances.
- ♦ Students having short attendance ( <75% ) before the commencement of the midterm exam will be subjected to a fine of 200Rs/percent in each subject, if they fail to meet the attendance requirement until the final KMU exam, they will be ineligible for the final KMU exam.
- ♦ 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, or family occasions. A written application should be sent 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 whereas 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.
- ♦ Informed 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

All hospital based clinical start at 08:00 am and community based clinical and OPD timings vary 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. Further, such students must consult their concerned faculty member to negotiate remedial strategies and time frame for meeting the clinical objectives.

### **Following are the makeup policies:**

- ♦ 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 clinical assignment.
- ♦ Student arriving after ten minutes of designated time will continue the clinical and in addition are asked to do one day make-up duty where clinical assignment is not required.
- ♦ In case of sickness, it is compulsory to submit sick certificate from reliable source to the concern 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

# DRESS CODE

## Class Room Dress

- ♦ Uniform for female student is Purple kamiz and white shalwar, 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 is White Shirt and Grey Pant with 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/dark makeup are 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.
- ♦ **Labs Dress** (Biochemistry/Microbiology Lab)
- ♦ White Lab coat/overall over classroom dress.

## Clinical Dress

- ♦ Students must wear complete, neat and clean recommended uniform in the clinical area.
- ♦ Uniform for female students is white Shalwar and kamiz with white koti, white dupatta, black shoes and black/skin color socks. Only those female students are permitted to wear white scarves who use it in daily routine. Please note that scarf/colorful dupatta/shawls are not part of uniform. No jewelry or makeup is allowed in clinical area.
- ♦ Uniform for male students of Generic BSN is white pant & white shirt with simple black belt, black shoes and black or skin color socks.
- ♦ Uniform for male students of Post RN BSN is white Shalwar and kamiz with black shoes and black or skin color socks.
- ♦ 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) with them.
- ♦ During community clinicals/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 MCNM Identification (ID) cards all the times along with uniform.

**NOTE:** Student not following 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 MCNM.
- ♦ 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 may be returned to the student according to the following conditions:
  - a) Before the commencement of classes, only tuition fee may be returned.
  - b) Within FIFTEEN days of the commencement of classes, 50% of the total tuition fee be returned only.
  - c) After FIFTEEN days of the commencement of classes, no fee shall be returned.
- ♦ Students are expected to pay/clear all the dues before their forms are sent to KMU for final Examination. If a student fails to pay tuition fees and other dues, his/her examination forms will not be entertained.

## MCNM STUDENTS SCHOLARSHIP POLICY

- ♦ MCNM offers **Four 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 due including PNC and KMU registration fee, admission fee, KMU Examination fee, hostel fee etc.
- ♦ **Two Merit Scholarships** will be awarded to 1st position holder @100% and 75% will be awarded to 2nd position holder student in the class on the basis of scoring in the merit list upon entrance into the program and then based on 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 of 2 students having the same GPA, the scholarship award will be decided on the basis of high overall percentage in the KMU examination.
- ♦ The Merit Scholarships may be transferred to other students if the students receiving the scholarship fail to maintain the top positions in the next KMU semester exam.
- ♦ **Two Poverty Scholarships** will be awarded @100% to the neediest and deserving students who will be evaluated on the basis of evidences provided through MCNM scholarship Performa.
- ♦ The award of scholarship will be decided by MCNM Scholarship Committee.
- ♦ The poverty scholarship will be subject to getting passing score throughout BSN program.
- ♦ In case of failure in any semester, scholarship will be withdrawn for the remaining study period.
- ♦ The poverty scholarship withdrawn, will not be awarded to students other than those declared as deserving upon entrance into the college by the MCNM Scholarship Committee.
- ♦ The scholarship status of a student may be reviewed/withdrawn on the basis of a student's professional conduct, behaviour, attitude, results and the required attendance as per KMU policy.

## GENERAL POLICIES

In addition to Merit and Poverty Scholarships, MCNM receives ample number of NEST Scholarships for its students of Generic BSN (4-Year) Program since 2020 which cover tuition fee and hostel expenses.

These scholarships are awarded based on the following criteria:

### Eligibility Criteria

- ♦ Secured admission in a MCNM as a full time student in Generic BSN (4-Year) Program.
- ♦ Not availing any other educational scholarship during the current academic year.
- ♦ Unable to pursue study due to financial constraints.

### Selection Criteria

- ♦ Preference given to students of Less Developed Districts (LDD).
- ♦ Preference given to students with lowest family income.
- ♦ Preference given to students with highest marks.

## MCNM LIBRARY POLICY

Students are advised to follow the rules given below for MCNM'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 borrower's card in person.
- 3) 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 should pay 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 @ Thirty Rupees per day, per book.
- 10) Rs. 100/- will be charged for issuance of duplicate borrowing card and similarly Rs. 50/- will be charged if a student/member does not return his/her card after completion of his/her tenure.
- 11) Newspapers, periodic, journals, magazine, reviews, brochures & material stampedes "NOT FOR SALE" or "REFERENCE" will not be issued.
- 13) Students shall sign full signature separately against each lending book.
- 14) Personal belongings (purses, bags etc.) are not allowed inside the library.
- 15) Use of mobile phone, edibles, loud talking is prohibited in Library.
- 16) Students once fined, should pay all the dues on time, otherwise shall not be allowed in the library/classroom/clinical till all the dues are cleared.

## Students Hostel Policy

MCNM provides hostel facility to students in the campus with all necessary requirements. The following rules & Regulation will be observed in providing hostel facility to a student:

- 1) Accommodation in the hostel is a privilege and cannot be claimed as a right.  
Accommodation being limited in the hostel may not be provided to all the applicants.
- 2) First come first get
- 3) Priority must be given to students from distant areas.
- 4) Students seeking hostel accommodation are required to apply on the prescribed hostel admission form.
- 5) The hostel administration (Chief provost) has the right to refuse admission in the hostel to a student whose past record in the hostel is not satisfactory.
- 6) A student who gets admission in the hostel shall occupy his/her seat within 7 days.  
A student who fails to turn up within this period will forfeit his right of admission.
- 7) Students are required to deposit hostel dues in advance at the beginning of each session.  
Failed students are also required to deposit dues in advance.
- 8) No student will be allowed to keep extra furniture of the hostel.
- 9) Resident students may be allowed to leave the hostel only after payment of all the outstanding dues.
- 10) No student will be allowed to overstay beyond the authorized period of academic session.
- 11) Resident students are not allowed to use heaters, air coolers and air conditioners in their rooms. Any violation will lead to imposition of fine, recovery of charges incurred and confiscation of the forbidden item.
- 12) Resident students are not allowed to participate in any political activity. Any body found involved in political activity, her hostel admission will be cancelled.
- 13) Resident students are not allowed to invite any political figure, scholar or any individual for any speech, lecture or sermon. Failing to comply is liable to disciplinary action.
- 14) Resident students cannot entertain their guests for a night stay without the prior permission of the warden. The warden may allow the guest of a resident to stay for a maximum of two days. However, no underage guest is allowed to stay in the hostel. Student can be terminated from the hostel if any of her relative found in hostel without permission.
- 15) Resident students are not allowed to keep any valuables, arms, intoxicants, drugs or rods or daggers and harmful material etc., in the hostel.
- 16) If a room is found locked for more than a month without information to the hostel authorities, the room will be allotted to another needy student.

## ADMISSION COMMITTEE

♦ Principal MCNM	Chairperson
♦ Vice Principal MCNM	Member
♦ Program Coordinator	Member
♦ Academic Coordinator	Member

### Representative from CMT Terms of References

- Selection Committee will be responsible for the admission process and final selection of the candidates
- Selection committee's recommendations will be final.

## DISCIPLINARY COMMITTEE

### Institutional Disciplinary Committee for Minor Infraction Consists of:

1. Vice Principal	Chairperson
2. Senior Faculty	Member
3. Clinical Faculty	Member
4. Two students Representatives (If needed)	Members

### Disciplinary Committee for Major Infraction Consists of:

1. Project Director	Chairperson
2. Principal MCNM	Member
3. Senior Faculty	Member

### Terms of References:

#### Disciplinary Action Procedure:

- Written complaint against the defaulter from students/complainant to chairperson.
- Chance of defense in shape of explanation in writing by the defaulter.
- Based on information from different sources, decision would be made by disciplinary committee whether it is a minor or major infraction.

#### Minor Infractions/Offenses:

- 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.
- 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:

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

#### Final decision of penalty could be either:

- Written warning and consent from the parents to not repeat the same offence in future.
- Putting six months back in the program
- Termination from the program.
- Black listing from respective program



## ADMINISTRATION & FACULTY OFFICES

All offices of administration and faculty are well furnished and equipped with all necessary requirements including computer systems, internet, etc.



## NURSING FACULTY

	NAME	DESIGNATION
	Mr. Shaier Khan	Associate Professor and Principal
	PNC REG NO.	QUALIFICATION
	A-36612	BSN (Generic)-Aga Khan University (AKU), Karachi MSN- University of Health Sciences (UHS), Lahore
	NAME	DESIGNATION
	Mr. Syed Babar Ali	Assistant Professor
	PNC REG NO.	QUALIFICATION
	A-63287	BSN (Generic)-Bahria University, Islamabad, MSPH
	NAME	DESIGNATION
	Mr. Tufail Ahmad	Nursing Lecturer
	PNC REG NO.	QUALIFICATION
	A-76292	BSN (Generic)- Post RN BSN – Liaquat University of Medical & Health Sciences (LUMHS), Jamshoro, Sindh
	NAME	DESIGNATION
	Mr. Minhaj Uddin	Nursing Lecturer
	PNC REG NO.	QUALIFICATION
	A-55579	BSN (Generic)- Bahria University, Islamabad, MSc HEM

NAME	DESIGNATION
Mr. Hanifullah	Nursing Lecturer
PNC REG NO.	QUALIFICATION
A-72724	BSN (Generic)- Bahria University, Islamabad

NAME	DESIGNATION
Ms. Shaista	Nursing Lecturer
PNC REG NO.	QUALIFICATION
PK-K-17-A-231956	BSN (Generic)-Khyber Medical University (KMU), Peshawar

NAME	DESIGNATION
Mr. Qaisar Khan	Nursing Lecturer
PNC REG NO.	QUALIFICATION
PK-K-17-A-217819	BSN (Generic) – Ziauddin University, Karachi

NAME	DESIGNATION
Mr. Abdullah	Nursing Lecturer
PNC REG NO.	QUALIFICATION
A-52719	Post RN BSN – Liaquat University of Medical & Health Sciences (LUMHS), Jamshoro, Sindh

NAME	DESIGNATION
Muhammad Islam	Clinical Instructor
PNC REG NO.	QUALIFICATION
PK—16-A-207025	BSN (Generic)- Baqai Medical University, Karachi

## VISITING FACULTY MEMBERS

S.NO	Name	Designation	Subject	Qualification
1.	Dr. M. Khalid	Professor	Physiology	MBBS, FCPS
2.	Dr. Mohtasim Billah	Professor	Pathophysiology	MBBS, MCPS, DCP, M. Phil
3.	Dr. Usman Ali	Associate Professor	Anatomy	MBBS, FCPS
4.	Dr. Shah M. Jadoon	Associate Professor	Pharmacology	MBBS, FCPS (Medicine)
5.	Dr. Ijaz Gul	Associate Professor	Psychiatry	MBBS, FCPS
6.	Dr. Manzoor	Assistant Professor	Microbiology	MBBS, FCPS
7.	Ms. Gul Badan	Visiting Lecturer	English	B.S English, B.A. English Literature from EMU, Turkey
8.	Mr. Muhammad Irfan	Visiting Lecturer	Islamiat	M. Phil, Ph. D, Islamic Studies
9	Miss. Zainab Sheikh	Visiting Lecturer	Pshycology	
10	Mr. Asad Khan	Visiting Lecturer	A & P	
11	Miss. Huma Shah	Visiting Lecturer	English	
12	Mr. Zahir Shah	Visiting Lecturer	Nursing	
13	Mr. Noorullah	Visiting Lecturer	Bio Chemistry	
13	Miss Tasneem Sarwat	Visiting Lecturer	Pak Study	
14	Mr. M. Hilal Jan	Visiting Lecturer	Microbiology	

## ADMIN STAFF

NAME	DESIGNATION
Mr. Nazakat Ullah	Administrative Officer
NAME	DESIGNATION
Ms. Shazia	Assistant Librarian
NAME	DESIGNATION
Mr. Sohail Khan	Computer Operator, IT Lab Incharge
NAME	DESIGNATION
Mr. Fahad Sartaj	Accountant

## SUPPORTING STAFF

DESIGNATION	NO.
Driver	1
Naib Qasid	4
Bearer	3
Sweeper	6
Security Guard	8
Cook	2