

■ Academic Rules and Regulations

▪ Institute hours:

✚ Institute remains open from Monday to Saturday during 8:00 am to 3:00 pm

✚ Clinical Time is according to program and schedule for clinical by Principal.

▪ Fees:

✚ The student will pay the tuition fee till the last month He / She is taking classes with in the Institute.

✚ Once the fee is deposit the fee is not refundable at any stage of admission process.

✚ The student have to pay the complete fee for 6 months in beginning of every semester for Post RN B.Sc. Nursing and Annually for Generic and Post Basic Diploma.

✚ If fee is not submitted on the given time sum of 300/-Rs. fine will be charged per day.

✚ University/Nursing Board examination / enrollment and PNC students' pre-registration fee will be paid separately.

Attendance policy:

- At least 85% attendance is required by each student in theory classes and practices.

However in case of emergency/ sickness, student may miss up to 15 % (3 days) cumulatively of classes

- If a student is missing more than 15% (3 days), cumulatively per month, he/she may be asked to repeat the annual academic year or be withdrawn from the Programme
- All students must be in the class room according to given schedule for all classes.
There will be 15 minutes relaxation for the student and they must be reached within time otherwise they will be marked as absent for whole day.
- No student is allowed to leave class, practical or clinical without permission of the teacher or at the end of the concerned session.
- After 4 days of regular/irregular absence without any information, explanation letter will be issued.

- After 10 of regular/ irregular absence, 1st warning letter will be issued.
- After 15 regular or irregular absences, 2nd warning letter will be issued.
- After 20 regular or irregular absences, 3rd (last) warning letter will be issued.
- Further suspension or termination of the student who does not follows the Institute/University/PNC rules and regulations.

▪ **Leave Policy:**

- A student is not allowed any short leave instead of genuine reason affirmed by Principal.
- A student is permitted only 2 days leaves / monthly in case of acute emergency, celebration / death of any member of immediate family or sickness with subject to provision of medical certificate and consultation of principle.
- A student must submit leave from one week before and confirm regarding approval from principle office within ½ days after submission of leaves form.
- In case of sick leave student have to submit Medical certificate once they rejoin the class.
- 14 days leave in case of student wedding will be approved by principal.(**student have to submit their wedding card with application**)
- 40 days maternity leave will be approved by Principal, (student have to submit medical rest by doctor)
- Only two weeks leaves will be granted after annual papers.
- Student must not leave the institution without the permission of the principle.

▪ **Evaluation Policy:**

Students are assessed internally and externally for learning throughout the Programme

Internal Assessment (Institute)

- 10 % of internal marking all the facility have and awarded accordingly.
- Students are assessed by the Institute as well.
- Various methods (**written examination, viva examination, assignments and presentations etc.**) are used to assess the student in each course throughout each Year.
- A standard presentation evaluation form is used to assess student performance

External Assessment (University)

General Regulations

1. An examination for the degree of 2-year Post RN B.Sc. Nursing shall be held every year in affiliated University of Health Sciences at dates fixed by the Vice Chancellor on the recommendations of the Board of Studies.
2. The examination shall consist of two years, titled First Professional and Final Professional for the Post RN B.Sc. Nursing Degree Program.
3. First year examinations shall be held at the end of 1st academic year respectively.
4. (a) A candidate who fails to pass in **first** year examination, three consecutive chances availed or un-availed after becoming eligible for first year examination shall cease to become eligible for further Post RN B.Sc.

Nursing Degree Program.

(b) A candidate who fails to pass in **second** year examination, three consecutive chances availed or un-availed after becoming eligible for second year examination shall cease to become eligible for further Post RN B. Sc. Nursing Degree Program.

5. Academic progress of the students is made on the basis of continuous internal assessment:

a) Internal-----10%

- Presentation
- Paper Project Writing
- Comprehensive Objectives
- MCQs
- SEQs
- Oral & Practical

b) External assessment by UHS-----90%

- MCQs
- SEQs
- Oral & Practical

6. Overall assessment is decided with the collaboration of University of Health Sciences.

7. Attendance in theoretical and clinical should be 80%.

8. The passing grade for all examination is 50%.

9. Internal examination is conducted by the faculty and final examination is conducted by the University of Health Sciences.

 FIRST PROFESSIONAL POST RN B.SC NURSING EXAMINATIONS Regulations

1. An examination for the degree of 2-year Post RN B.Sc. Nursing shall be held every year in affiliated University of Health Sciences at dates fixed by the Vice Chancellor on the recommendations of the Board of Studies.
2. A candidate who fails to pass in **first** year examination, three consecutive chances availed or un-availed after becoming eligible for first year examination shall cease to become eligible for further Post RN B. Sc. Nursing Degree Program.
3. Academic progress of the students is made on the basis of continuous internal

Assessment:

a) Internal-----10%

- Presentation
- Paper Project Writing
- Comprehensive Objectives
- MCQs
- SEQs
- Oral & Practical

b) External Assessment by UHS-----90%

- MCQs
- SEQs
- Oral & Practical

6. Overall assessment is decided with the collaboration of University of Health Sciences.

7. Attendance in theoretical and clinical should be 80%.

8. The passing grade for all examination is 50%.

9. Internal examination is conducted by the faculty and final examination is conducted by the University of Health Sciences.

Statutes:

1. The 1st Professional Post RN B.Sc Nursing Examination shall be held at the end of First year Post R. N. Nursing class.

2. Every candidate shall be required to study subjects of Basic & Applied Sciences (Biochemistry and Microbiology), Advanced Concepts in Nursing (Health Assessment, Pathophysiology, and Advance Concept in Clinical Nursing), Research (Biostatistics, and Nursing Research).

3. First Professional Post RN B.Sc Nursing shall test every candidate in following three subjects:

i. Basic & Applied Sciences-----100 Marks

- § Biochemistry
- § Microbiology

ii. Advance Concepts in Nursing-----200 Marks

§ Health Assessment

§ Pathophysiology

§ Advance Concepts in Clinical Nursing

iii. Research-----100 Marks

§ Biostatistics

§ Nursing Research

i. Basic & Applied Sciences

The examination in the subject of Basic & Applied Sciences shall be as follows:

- i. One written paper of 45 marks in Basic & Applied Sciences having two parts.
 - a. Part I shall have 25 Multiple Choice Questions (MCQs) of 25 marks and the time allotted shall be one hour.
 - b. Part II shall have 4 Short Essay Questions (SEQs) of 20 marks and the time allotted shall be two hours.
- ii. Oral and practical examination shall have 45 marks.
 - i. The continuous internal assessment shall carry 10 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to the theory and practical examination as under:
 - ii. Five (05) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.
 - iii. Five (05) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate.

ii. Advanced Concepts in Nursing

The examination in the subject of Advanced Concepts in Nursing shall be as follows:

One written paper of 45 marks in Advanced Concepts in Nursing having two parts.

- a. Part I shall have 45 Multiple Choice Questions (MCQs) of 45 marks and the time allotted shall be one hour.
- b. Part II shall have 9 Short Essay Questions (SEQs) of 45 marks and the time allotted shall be two hours.

- c. Oral and practical examination shall have 90 marks.
- d. The continuous internal assessment shall carry 20 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to the theory and practical examination as under:
- e. Ten (10) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.
- f. Ten (10) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate.

iii. Research

The examination in the subject of Research shall be as follows:

- i. One written paper of 90 marks in Research having two parts.

Part I shall have 25 Multiple Choice Questions (MCQs) of 25 marks and the time allotted shall be one hour.

b. Part II shall have 4 Short Essay Questions (SEQs) of 20 marks and the time allotted shall be two hours.

- ii. Oral and practical examination shall have 45 marks.

ii. The continuous internal assessment shall carry 10 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to the theory and practical examination as under:

- a. Five (05) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.
- b. Five (05) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate

4. The marks distribution in each subject is given in Table-1.

Table-1

Subject Basic & Applied Science	Theory Part I MCQs 25 marks Part II SEQs 20 marks Internal Assessment 05 marks 50 marks	Practical Oral & Practical 45 marks Internal assessment 05 marks 50 marks	Total 100 Marks
Research	Part I MCQ s 25 marks Part II SEQs 20 marks Internal Assessment 05 marks 50 marks	Oral & Practical 45 marks Internal assessment 05 marks 50 marks	100 Marks
Advance Concepts in Nursing	Part I MCQs 45 marks Part II SEQs 45 marks Internal Assessment 10 marks 100 marks	Oral & Practical 90 marks Internal assessment 10 marks 100 marks	200 Marks
			400 Marks

SECOND PROFESSIONAL POST RN B.SC NURSING EXAMINATIONS Regulations

1. An examination for the degree of 2-year Post RN B.Sc. Nursing shall be held every year in affiliated University of Health Sciences at dates fixed by the Vice Chancellor on the recommendations of the Board of Studies.
2. The examination shall consist of one year, titled Final Professional examination for the Post RN B.Sc. Nursing Degree Program.
3. A candidate who fails to pass in Final year examination, three consecutive chances availed or un-availed after becoming eligible for Final Year examination shall cease to become eligible for further Post RN B. Sc. Nursing Degree Program.
4. Academic progress of the students is made on the basis of continuous internal assessment:

a) Internal-----10%

- Presentation

- Paper Project Writing
- Comprehensive Objectives
- MCQs
- SEQs
- Oral & Practical

b) External Assessment by UHS-----90%

- MCQ
- SEQ
- Oral & Practical

6. Overall assessment is decided with the collaboration of University of Health Sciences.

7. Attendance in theoretical and clinical should be 80%.

8. The passing grade for all examination is 50%.

9. Internal examination is conducted by the faculty and final examination is conducted by the University of Health Sciences.

Statutes

1. The Final Professional Post RN B.Sc Nursing Examination shall be held at the end of second year Post R. N. Nursing class.

2. Every candidate shall be required to study subjects of Community Health (Community Health Nursing, Applied Nutrition and Reproductive Health), Nursing Management (Leadership & Management, and Professional Development), Mental Health Nursing, and Clinical Practicum.

i. Mental Health Nursing 100 Marks

ii. Nursing Management 100 Marks

- § Leadership & Management
- § Professional Development

iii. Community Health 200 Marks

- § Community Health Nursing

- § Applied Nutrition
- § Reproductive Health

iv. Clinical Practicum 100 Marks

i. Mental Health Nursing

The examination in the subject of Mental Health Nursing shall be as follows:

- i. One written paper of 45 marks in Basic & Applied Sciences having two parts.
 - a. Part I shall have 25 Multiple Choice Questions (MCQs) of 25 marks and the time allotted shall be one hour.
 - b. Part II shall have 4 Short Essay Questions (SEQs) of 20 marks and the time allotted shall be two hours.
- ii. Oral and practical examination shall have 45 marks.
- iii. The continuous internal assessment shall carry 10 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to the theory and practical examination as under:
 - a. Five (05) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.
 - b. Five (05) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate.

ii. Nursing Management

The examination in the subject of Nursing Management shall be as follows:

- i. One written paper of 45 marks in Nursing Management having two parts.
 - a. Part I shall have 25 Multiple Choice Questions (MCQs) of 25 marks and the time allotted shall be one hour.
 - b. Part II shall have 4 Short Essay Questions (SEQs) of 20 marks and the time allotted shall be two hours.
- ii. Oral and practical examination shall have 45 marks
- iii. The continuous internal assessment shall carry 10 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to

The theory and practical examination as under:

a. Five (05) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.

b. Five (05) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate.

iii. Community Health

The examination in the subject of Community Health shall be as follows:

i. One written paper of 90 marks in Community Health having two parts.

a. Part I shall have 45 Multiple Choice Questions (MCQs) of 45 marks and the time allotted shall be one hour.

b. Part II shall have 9 Short Essay Questions (SEQs) of 45 marks and the time allotted shall be two hours.

ii. Oral and practical examination shall have 90 marks.

iii. The continuous internal assessment shall carry 20 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to the theory and practical examinations under:

a. Ten (10) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.

b. Ten (10) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate.

iv. Clinical Practicum

The examination in the subject of Clinical Practicum shall be as follows:

i. One written paper of 45 marks in Clinical Practicum having two parts.

a. Part I shall have 25 Multiple Choice Questions (MCQs) of 25 marks and the time allotted shall be one hour.

b. Part II shall have 4 Short Essay Questions (SEQs) of 20 marks and the time allotted shall be two hours.

ii. Oral and practical examination shall have 45 marks.

iii. The continuous internal assessment shall carry 10 marks i.e. 10% of the total allocated marks for the subject. These marks will be equally distributed to the theory and practical examination as under:

a. Five (05) marks from continuous internal assessment shall be added to the final theory examination score and the candidate shall pass in aggregate.

b. Five (05) marks from continuous internal assessment shall be added to the final practical examination score and the candidate shall pass in aggregate.

4. The marks distribution in each subject is given in Table-2.

Table-2

Subject	Theory	Practical	Total
Community Health Nursing	Internal Assessment 10 marks 100 marks	Oral & Practical 90 marks Internal assessment 10 marks 100 marks	200 Marks
Nursing Management	Part I MCQs 25 marks Part II SEQs 20 marks Internal Assessment 05 marks 50 marks	Oral & Practical 45 marks Internal assessment 05 marks 50 marks	100 Marks
Mental Health Nursing	Part I MCQs 25 marks Part II SEQs 20 marks Internal Assessment 05 marks 50 marks	Oral & Practical 45 marks Internal assessment 05 marks 50 marks	100 Marks
Clinical Practicum	Part I MCQs 25 marks Part II SEQs 20 marks Internal Assessment 05 marks 50 marks	Oral & Practical 45 marks Internal assessment 05 marks 50 marks	100 Marks
			500 Marks

Part I MCQs 45 marks

Part II SEQs 45 marks

Programme Overview

STANDARDIZED FORMAT/SCHEME OF STUDIES FOR FOUR-YEAR INTEGRATED CURRICULA FOR BACHELOR DEGREE IN BASIC, SOCIAL, NATURAL AND APPLIED SCIENCES

STRUCTURE

Sr.	Categories	No. of courses Min – Max	Credit Hours Min – Max
1.	Compulsory Requirement (No Choice)	9 – 9	25 – 25
2.	General Courses to be chosen from other departments	7 – 8	21 – 24
3.	Discipline Specific Foundation Courses	9 – 10	30 – 33

Rules and regulations of Nursing Practice

It is compulsory for all students to display safe nursing practice consistently throughout the programme, which include the complete compliance of the student to the following standards:

■ Safe Clinical Nursing Practice

- The students are required to exhibit safe nursing care that promotes the actual or potential well-being of the patients

■ Unsafe Clinical Nursing Practice

- Any practice is an unsafe clinical Practice which deliberately or not deliberately by the student, puts the patient or others at danger in the clinical area.
- Any Student, whose pattern of practice or behavior is found to be unsafe over a period of the semester, will be dealt according to the disciplinary rules and regulations.

■ Dress Codes

- Female students are not allowed to wear western dresses.
- It is mandatory for all students to wear the white lab coat / Uniforms in the clinical area.

Note: use of mobile phone is strictly prohibited in the class, practices and clinical settings

All students are required to wear their student NLIN card throughout their academic / Clinical hours.

■ **Accidents or Errors:**

Each student needs to complete an incident report when he/she:

- Injures himself/herself
- Causes injury to a person
- Damages equipment
- Fails to follow institutional policy

■ **In case of accident/errors, the students are required to follow**

- Report all details of the accident or error to the clinical faculty immediately.
- Do everything possible to protect the patient and yours self.

The clinical faculty will document and report the incident immediately to the head nurse, your co-coordinator and the principle.

- A copy of the incident report is to be kept for the record with the clinical faculty and the principle.

■ **Clinical Make-up policy:**

- 100% attendance is required by each student in the clinical. However in case of emergency/sickness, students may make up to 10% (2 days), cumulatively of the clinical per semester.
- If a student misses more than 10% (2 days), cumulatively clinical per semester, he/she has to make-up the clinical

Rules & Regulations of Learning Facilities.

Class Rooms:

The NLIN have well equipped classrooms with the facility of Multimedia's, White boards, AC/Heaters/fans all the students are required to keep the class room neat, and in original manner. Cell phones were not allowed to use with in class. Students find using cell phones in the class would receive explanation letter.

Clinical Placement:

The students will be placed in various units of affiliated hospitals for integration of learning concepts into practice. Clinical attached hospitals have general wards, high dependency units, and critical care units in all disciplines.

Skills & Science Labs:

NL Institute of Nursing has well equipped Health Assessment, Anatomy Physiology, FON Skill and science labs. Students can also use the hospital lab as well. That is practical learning resources for the students. Students can utilize both labs for their practical learning purposes. All the students must comply with the skill and science Lab policy, which is elaborated in the following points:

- Students are responsible for leaving the skills lab neat and clean
- No equipment should be taken out of the skill lab without permission of the concerned skill lab staff/ teacher.
- Students are required to display their student ID card while using the Science lab.
- Use of mobile phone, smoking, eating and drinking are not permitted in the Science lab.
- Students must keep their bags outside of the Science labs.
- Students are expected to handle the lab items with care, and keep them in good condition.
- In case of damage/loss of lab property, replacement cost must be paid on same item will be replaced by the person responsible for the damage.

Computer Lab:

NL Institute of Nursing has a computer lab, which remains open in the working days during Institute hours from 8:00 am-3:00 pm; Students can utilize this facility for literature search and assignments.

All the students must comply with the computer lab policy which is elaborated in the following points:

- Students are required to display their student ID card while using the computer lab.
- Use of mobile phone, smoking, eating, and drinking are not permitted in the computer lab.
- Students must keep their bags outside the computer lab.

- Students are expected to handle the computers and other accessories with care, and keep them in good condition.
- Students must write time of arrival or departure in the register / sheet at the reception.
- In case of damage /loss of any item related with computer system, replacement cost must be paid by the responsible students.
- Students can utilize service for printing against cost of Rs.20 per page. The cost of printing is subject to change.

Library:

NL Institute of Nursing has the facility of library, which contains books related to course subjects. Students can utilize library for reading purpose as well as borrow books from the library during their academic hours.

All the students must comply with the library policy, which is elaborated in the following points:

- The entire issued book/s should be returned on the due date, which is three days. After three days, a fine of Rs.10/day will be charged from the students.
- Students are required to display their student ID card while using Library.
- Use of mobile phone, smoking, eating and drinking are not permitted in the Library.
- Students are expected to handle the books with care, and keep them in good condition.
- In case of damage/loss of any book, replace cost must be paid or same book will be replaced by the student responsible for the damage.

Transportation:

Transport facility is available for all the students and staff. The transport charges would be applied on monthly bases. Students who are interested to take the transport facility can contact at admin office

Hostel Facility:

Transport facility is available for all the female students. The Hostel charges would be applied on monthly bases. Students who are interested to take the hostel facility can contact at admin office.

Photocopying:

The facility of photocopy is available in the campus. Students can utilize the service for a cost of Rs.4 per page. **The cost of photocopy is subject to change.**

Refreshment Services:

Students have to pay for refreshment. They can enjoy their refreshment at the canteen during Institute hours with in the campus.

Relaxation Area:

Students can relax in their free times while using sitting garden or canteen area.

Extracurricular Activates & Nursing Programme Committees

- Extracurricular Activates
- Disciplinary committee
- Recruitment committee
- Recreational/Social Committee
- Scholarly and research committee

1st Convocation and Annual Function 2018





**NLIN Achievement's Over All 1st and 2nd Position at University of Health Sciences
Lahore. (Post RN BSc Nursing Annual Examination Held in 2016-17)**



Mst. Sadia Ibaraheem Got 1st Position at UHS 2016



Mst. Shazia Saleem got 1st Position at UHS 2017



Mst. Yasmeen Saleem got 2nd Position at UHS 2017

■ **Committees**

- Disciplinary Committee
- Recruitment and Admission committee
- Recreational / Social Committee
- Research and Scholarly committee

■ **Disciplinary Committee**

▪ **Members**

- Principal / Vice principal 1
- Year Coordinator 1
- Faculty 1
- Student representative 2 (1 from Year I and 1 Year II)

▪ **Responsibilities**

- To establish or modify the disciplinary rules and regulations.
- To ensure rules and regulations be consistent to institutional philosophy, PNC standards.
- To review reported incident and make recommendations to higher management

■ Recruitment and Admission Committee

Members

- Member of Board of Directors 1
- Principle 1
- Vice Principal 1
- Year Coordinator 1

Responsibilities

▪ Students Related

- To review /set selection criteria
- To advertise for admission.
- To establish / review interview grid.
- To review documents of the candidates
- To plan and conduct entry test and interview.
- To formulate admission profile of the candidates

▪ Employee Related

- To formulate job description of faculty or staff.
- To advertise for vacancy / Position.
- To review documents of the candidates.
- To review selection criteria.
- To review interview grid.
- To plan and evaluate demo presentation / practical work by intending employee
- To plan and conduct the interview.
- To decide about the selection, rejection, or awaiting.
- To formulate profile of the candidates

■ Research and Scholarly Committee

▪ Members

- ❖ Vice Principal / Year Coordinator 1
- ❖ Faculty 2
- ❖ Students

- 2nd year 2
- 1st year 2

▪ **Responsibilities**

- To decide topic / theme of activity.
- To coordinate with students, faculty / staff members and management.
- To formulate and share proposals with the principal / vice principal.
- To arrange poster competition, quiz competition, essay writing, eloquence competition, debate, workshop and seminar for students, staff, faculty and management within the campus and inter Institutes / universities.
- To identify scholarly activities outside the campus and make recommendations in relation to attendance by the students, staff, faculty and management.
- To coordinate with faculty and other year coordinator for ensuring research based assignment / projects.
- To arrange events for acknowledging research / scholarly work by the students, staff, faculty and management.
- To strive for creating research oriented environment with campus.