

## Admission Policy for Undergraduate Nursing Education (BSN Program)

### HITEC-Institute of Medical Sciences (HITEC-IMS)

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#### 1. Introduction

The Generic Bachelor of Science in Nursing (BSN) program at HITEC-IMS aims to develop highly competent, compassionate, and technically skilled nurses capable of providing quality healthcare services. The program adheres to national and international standards set by the Pakistan Nursing & Midwifery Council (PN&MC) and seeks to promote transparency, fairness, and equal opportunity for all applicants. This policy outlines the detailed criteria, processes, and regulations for admission, ensuring a standardized and merit-based selection system.

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#### 2. Admission and Selection Criteria

##### 2.1 Academic Requirements:

To be eligible for admission, applicants must meet the following academic criteria:

- Completion of **F.Sc. (Pre-Medical)** with a minimum of **50% marks**.
- Compulsory subjects include **Physics, Chemistry, and Biology**.
- Candidates with foreign qualifications must provide equivalence certificates from the Inter-Board Committee of Chairmen (IBCC).

##### 2.2 Age Limit:

- Applicants must be **35 years or younger** at the time of application submission.

##### 2.3 Selection Basis:

Admission is strictly based on open merit, ensuring equal opportunities for all eligible candidates. The selection process evaluates academic performance, entry test results, and interview performance, with the following weightage distribution:

<i>Selection Component</i>	<i>Weightage (%)</i>
Entry Test (Internal)	40%
F.Sc. (Pre-Medical) Marks	30%
Matric Science	10%
Interview	20%
<b>Total</b>	<b>100%</b>

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##### 2.4 Entry Test Composition:

The internal entry test assesses the candidates' knowledge and aptitude in key areas, reflecting the foundational subjects required for nursing education:

**1. Biology:**

- Bacteriology
- Cell biology
- Blood composition and function

**2. Chemistry:**

- Fundamental concepts
- States of matter
- Chemical bonding
- Atomic structure

**3. Physics:**

- Laws of motion
- Vectors and scalars
- Basic mechanics

**4. General Knowledge and Mathematics:**

- Basic arithmetic and logical reasoning
- Current affairs and general science knowledge

**5. English:**

- Essay writing (200 words) on current issues or social topics to assess language proficiency and critical thinking skills.

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**3. Application Process**

**3.1 Online Application Process:**

**1. Access the Application Form:**

- Visit the HITEC-IMS official website and download the application form in PDF format.

**2. Complete the Form:**

- Fill out the form accurately with all required details, ensuring the information matches official documents.

**3. Upload/Attach Required Documents:**

- Attested copies of academic transcripts and certificates.
  - CNIC/B-form (attested).
  - Two recent passport-sized photographs.
  - Medical fitness certificate issued by a registered medical practitioner.
4. **Pay the Application Fee:**
- Submit a fee of PKR 3,000 via bank draft or online payment. Include payment proof with the application.
5. **Submit the Application:**
- Upload the completed application form along with the required documents.
6. **Confirmation:**
- Applicants will receive a confirmation email or SMS upon successful submission.

### **3.2 Mail-Based Application Process:**

For applicants preferring a mail-based application, follow these steps:

1. **Obtain the Application Form:**
  - Download from the website or collect it from the Admission Office.
2. **Complete the Form:**
  - Use clear, legible handwriting and ensure accuracy.
3. **Attach Required Documents:**
  - Academic transcripts (attested copies).
  - CNIC/B-form (attested).
  - Two passport-sized photographs.
  - Medical fitness certificate.
4. **Pay the Application Fee:**
  - Attach a bank draft or pay order of PKR 3,000 payable to HITEC-IMS. Write your name and application number on the back of the draft.
5. **Mail the Application:**
  - Place the completed form and documents in an envelope and send it to:  
**Admission Office, Nursing College HITEC-IMS, Taxila Cantt.**
6. **Confirmation and Tracking:**

- Upon receipt, the Admission Office will send a confirmation email or SMS. Retain the postal tracking number for future reference.
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## 4. Cancellation of Admission

### 4.1 Attendance-Related Cancellation:

- **Consecutive Absences:**

If a student is absent for **ten consecutive working days** without notifying the administration, their admission will be canceled. Re-admission requires approval from the principal and is subject to the completion of attendance requirements.

- **Initial Four-Week Absence:**

Failure to attend any lecture or practical session within the **first four weeks** of the semester will result in automatic cancellation of admission without prior notice.

### 4.2 Re-Admission Policy:

- Students may apply for **re-admission** a maximum of **two times** during the entire BSN program.
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## 5. Pre-Registration with PNC

All admitted students must be pre-registered with the **Pakistan Nursing Council (PNC)** within **three months** of enrollment. This pre-registration ensures compliance with national regulations and facilitates future professional licensure.

## 6. Language of Instruction

The medium of instruction for the BSN program at HITEC-IMS is **English**. All lectures, assignments, examinations, and clinical documentation will be conducted in English. Therefore, proficiency in English is essential for academic success and effective communication in clinical settings. Students may be required to take an English proficiency assessment during the admission process.

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## 7. Attendance Policy

### 7.1 Theoretical Classes:

- Students are required to maintain a minimum of **85% attendance** in all theoretical classes.
- Attendance will be monitored regularly, and students falling below the required attendance may be subject to academic penalties, including disqualification from exams.

### 7.2 Clinical Training:

- Attendance in clinical training is mandatory, with a requirement of **100% participation** to ensure comprehensive practical exposure.

- Clinical hours missed due to valid reasons (e.g., illness) must be made up to meet the training requirements.

### 7.3 Consequences of Non-Compliance:

- Failure to meet attendance requirements in either theoretical or clinical components may result in:
    - Ineligibility to sit for final examinations.
    - Possible repetition of the semester or clinical rotation.
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## 8. Transfer of Credit Hours

### 8.1 Course Equivalency:

- **Course-to-Course Basis:** Credit transfers will be evaluated on a course-to-course basis. Courses must match the content, depth, and learning outcomes of those offered in the BSN program at HITEC-IMS.
- **Minimum Grade Requirement:** Only courses with a minimum grade of '**C**' or **equivalent** are eligible for transfer.

### 8.2 Institutional Recognition:

- Credits will be accepted only from **Higher Education Institutions (HEIs)** recognized by national authorities (e.g., HEC) or internationally accredited universities.
  - Transfer requests must include official transcripts, course outlines, and equivalency certificates.
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## 9. Uniform Requirements

### 9.1 Female Students:

- **Summer Uniform:**
  - White shalwar, full-sleeved white shirt, and a white half-coat (koti) bearing the institutional monogram.  
White shalwar kameez with baby pink dupatta with white overall for 1st semester
- **Winter Uniform:**
  - Black jersey or coat, in addition to the standard summer uniform.
- **Additional Guidelines:**
  - Hair must be neatly tied back. Minimal jewelry is allowed.

### 9.2 Male Students:

- **Summer Uniform:**  
White shirt black pant with overall for 1st semester

- White trousers and a white shirt with the institutional monogram.
  - **Winter Uniform:**
    - Black jersey or coat, in addition to the standard summer uniform.
  - **Additional Guidelines:**
    - Clean-shaven appearance or well-maintained beard.
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## 10. Clinical Duties During Semesters

### First and Second Year:

- Students will be assigned to morning clinical duties only.
- All duties are performed under the direct supervision of clinical instructors to ensure safety and quality learning.
- **No evening or night shifts** are assigned in these years.

### Third and Fourth Year:

- Students undertake **rotational duties** covering morning, evening, and night (M/E/N) shifts.
  - Each rotation lasts for one month, supervised by shift supervisors or head nurses.
  - Rotations are designed to expose students to various healthcare settings, including emergency rooms, intensive care units, and surgical wards.
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## 11. Internship Program

### 11.1 Duration:

The internship program spans **one year (52 weeks)**, following the completion of the four-year BSN program.

### 11.2 Objectives:

- Provide hands-on experience to develop skills and confidence for independent nursing practice.
- Facilitate the transition from student nurse to professional nurse, emphasizing critical thinking and decision-making.

### 11.3 Clinical Rotation Schedule:

<i>Clinical Area</i>	<i>Duration</i>
Orientation	2 weeks

<b><i>Clinical Area</i></b>	<b><i>Duration</i></b>
Medical Nursing (Adult)	4 weeks
Surgical Nursing (Adult)	4 weeks
Obstetric/Gynecology Nursing	4 weeks
Pediatric Nursing	8 weeks
Psychiatric Nursing	4 weeks
Nursing Management	4 weeks
<b>Elective (Critical Care, Emergency, ICU)</b>	<b>16 weeks</b>
<b>Total</b>	<b>46 weeks</b>

#### **11.4 Vacation and Exam Preparation:**

- **Vacation:** 4 weeks (including public holidays).
- **Exam Preparation:** 2 weeks dedicated to revision and assessments.

## **12. Progression Policy**

### **12.1 Academic Performance Requirements:**

- Students must achieve a minimum of **60% marks** in each course and maintain a **CGPA of 2.5** to progress to the next semester.
- Students falling below a **2.5 CGPA** but above **2.0** may be granted conditional promotion, subject to passing supplementary exams.

### **12.2 Repeat and Retake Policies:**

- Students are allowed to repeat a **maximum of one academic year** during the four-year program.
- Supplementary exams will be conducted for students who fail any subject, with a limit of two attempts per course.

### **12.3 Probation and Dismissal:**

- Students placed on academic probation must improve their performance in the following semester. Failure to do so may result in dismissal from the program.
- Continuous academic improvement and adherence to institutional policies are expected for successful program completion.

### **12.4 Admission Confirmation Subject to Medical Fitness:**

- **Mandatory Medical Examination:**  
All admissions are contingent upon the applicant passing a comprehensive medical examination conducted by a registered medical practitioner.
  - **Health Criteria:**  
Candidates must meet the following health standards:
    - No chronic or communicable diseases that could impact academic performance or clinical duties.
    - Adequate physical fitness to handle the demands of clinical training, including long shifts and patient care responsibilities.
    - Satisfactory mental health assessment to ensure the capacity for stress management and patient interaction.
  - **Submission Requirements:**
    - A certified Medical Fitness Certificate must be submitted with the application.
    - Additional health screenings may be conducted by the institute prior to final admission confirmation.
  - **Failure to Meet Health Standards:**  
Applicants found medically unfit will be notified and may not proceed with enrollment. Such applicants may reapply in subsequent years after addressing the medical concerns.
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**Prepared BY:**

Malik Niaz Ahmed

RN, BSN, MSN

Principal Nursing College HITEC-IMS