

 **PAKISTAN NURSING COUNCIL**

**ASSESSMENT/INSPECTION FORM**

 **FOR UNDERGRADUATE BSN PROGRAM**

 **Name of Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Program/Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Accreditation Status: Applied for Running**

 **Number of visit/Inspection\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pakistan Nursing Council**

**National Institute of Health**

**Park Road,Chak Shahzad,**

**Islamabad,Pakistan**

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|  |  |
| --- | --- |
| **Campus General Informations** | **Details** |
| 1 | Name of Institution |  |
| 2 | Name of the Capus/Paraent Institute |  |
| 3 | Private/Public |  |
| 4 | Campus Location |  |
| 5 | Number of admissions applied for |  |
| 6 | Number of currently enrolled students applie for |  |

|  |
| --- |
| 1. **Organization and Governance/Policy Documents Weight=0.10**
 |
| S # | **Standards / Parameters** | **Minimum Requirements** | **Score** | **Proof of Evidence** |
| 1 | Board of Governors/Equivelant bodies | Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable |  List of members Copy of agenda & minutes of meetings written by laws of BOG |
| 2 | Academic Council | Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | List of members Copy of agenda & minutes of meetings |
| 3 | Board of Faculty | Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | List of members Copy of agenda & minutes of meetings |
| 4 | Board of Studies | Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | List of members copy of agenda & minutes of meetings |
| 5 | Approval for establishment of Nursing department from statutory bodies | Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance  | Minutes of meetings |
| 6 | Approval for University/Campus from HEC | Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance  2=Not Applicable | Copy of NOC |
| 7 | Accreditation of Campus/Sub Campus with University |  Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance  2=Not Applicable  | Proof of accreditation |
| 8 | Operation as Institute/Department | As per HEC requirement |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof attach |
| 09 | Vision, Mission and Philosophy of the Institution | Well explicit on notice boards |  0=Not defined 1=Vaguely defined 2=Well defined | Approved copy |
| 10 | Admission Policy | As per PNC/HEC/ University Requirement |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Copy of relevant documents |
| SCORE 1(S1)={Total Value achieved /(No. of Questions\*2)}\*100\*Weight  |
| 1. **Physical Infrastructure of School/College** Weight=0.15
 |
| 1 | Premises owned property/hired | leased 5 years lease agreement |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of ownership/rent agreement |
| 2 | Gross Area | 23720 sq.ft |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 3 | Built in/Covered Area | Min 100 sq.ft per student |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 4 | Principal Office | One room to accommodate 4-6 persons minimum |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 5 | Faculty offices | Two rooms to accommodate 5 faculty members minimum |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
|  6 | Size of Lecture rooms/Halls | Minimum 10 sq ft per student |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 7 | Number of Lecture Halls | Minimum 4 per 50 students annual intake |  0 =Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 8 | Demonstration Room/Skill Lab | Minimum one room to accommodate at least 25 students at a time  |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 9 | Science Lab |  2 Lab to accommodate at least 25 students at a time |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 10 | Computer Lab with internet service | Minimum one room with at least 25 functional computer and for 25 students seating arrangement |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 11 | Auditorium/ Multipurpose Hall | One Hall to accommodate at least 100 students |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 12 | Admin Office | Minimum one room |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 13 | Size of Admin Office | Capacity of 02 person |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 14 | Conference Room | Minimum one room to accommodate 10- 15 students |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 15 | Library  | Minimum one with at least 30-50 students seating arrangement.Minimum 1500 books |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 16 | Cafeteria/Tuck Shop | Minimum one  |  0=Non-Compliance 1=Partially Compliance 2=Complianc | Proof of facility |
| 17 | Toilets for Males and Females | Minimum two for Males and Two for Females |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| 18 | Common Room | Minimum one for Male and Female |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof of facility |
| SCORE 2(S2)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Physical Infrastructure of Parent/Affiliated Hospitals Weight=0.15
 |
| 1 | Medical Unit | Minimum  |  0=Not present 1=present | Proof attached(Bed statement with patient census sheet) |
| 2 | Surgical Unit |   |  0=Not present 1=present |
| 3 | Gynecology and Obstetrics Unit |  |  0=Not present 1=present |
| 4 | Pediatrics Unit |  |  0=Not present 1=present |
| 5 | Eye Unit |  |  0=Not present 1=present |
| 6 | ENT Unit |  |  0=Not present 1=present |
| 7 | Accident/Emergency Unit |  |  0=Not present 1=present |
| 8 | Intensive Care Unit |  |  0=Not present 1=present |
| 9 | Specialized Units |  |  0=Not present 1=present |
| SCORE 3(S3)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Financial Management **Weight= 0.05**
 |
| 1 | Endowment Fund/Financial Status/parent/sub campus | Rs. 1 Million |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | Statement of account |
| 2 | Total budget | Separate budget for Nursing  |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | Copy of budget description of departments budgetary processes |
| 3 | Operational budget | Bank statement |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | Copy of budget |
| 4 | Developmental budget | 8 % of whole budget |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | Copy of budget |
| 5 | Salaries and benefits for faculty | Min salaries should be according to Government criteria |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Observations during visit |
| SCORE 4(S4)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Faculty & Staff Weight=0.10
 |
| 1 | Head of Institution  (mandatory) | As per PNC Criteria |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Resume, appointment letter and joining report of Director Nursing  |
| 2 | Strength of faculty | 1: 50 ratio for class room teaching, 1: 10 for clinical supervision, 1; 20 for tutorials  |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of  faculty with designations, resume ,appointment letter and joining report |
| 3 | Visiting faculty | Less than 30%  of the total |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of  faculty with designations, resume ,appointment letter and joining report |
| 4 | Teaching experience | No more than 30% of the  Teaching  Faculty will be Nursing Graduates with less than 3 Years of teaching experience in the relevant subject or 3 Years of experience in Nursing Practice |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of  faculty with designations, resume ,appointment letter and joining report |
| 5 | Percentage of full time faculty to  total faculty | Full time faculty  should not be less than 70% |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of  Faculty as proof |
| 6 | Registration of faculty members with Pakistan Nursing council | All faculty should be registered with PNC  |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Registration  certificates  of faculty members  |
| 7 | Adoption of PNC eligibility  criteria for appointments of faculty members | Qualifications/experience of all faculty according to  PNC criteria |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Resumes of  faculty members |
| 8 | Teaching/ clinical faculty workload management | Class Room Teaching load 15 hrs/weak, clinical supervision load 25 hrs/weak |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Schedule attached  |
| 9 | Faculty Development Plans |  Present |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Copy of faculty development plan |
| 10 | Availability of qualified laboratory staff | One per lab |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Appoint and joining letter attached |
| SCORE 5(S5)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Academic Process & Evaluation Weight=0.02
 |
| 1 | Program Goals and Objectives | Well explicit |  0 = Not defined  1 = Vaguely defined  2 = Well defined | Approved Mission and Objective |
| 2 | Structured Academic program/Strategic Plan | As per PNC/HEC  |  0 = Not defined  1 = Vaguely defined  2 = Well defined | Copy of approved faculty master plan |
| 3 | Curriculum Management | As per PNC/HEC |  0 = Not in line with  PNC/HEC  1 = Partially in line  PNC/HEC  2 = Compliant | Proof attached |
| 4 | Academic Assessment an evaluation | Annual/semester system Policy as per PNC/HEC |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | Proof attached |
| 5 | Management of students academic records | As per PNC guidelines |  0=Non-Compliance 1=Partially Compliance 2=Compliance 2=Not Applicable | Observation |
| 6 | Students feedback mechanism | As per HEC guidelines |  0 = Not defined  1 = Vaguely defined  2 = Well defined | Observation |
| 7 | Academic Atmosphere | Sound safe for students learning |  0=Uncomfortable 1=Partially comfortable 2=Comfortable | Observation |
| 8 | Academic Counseling system | Present |  0=Not present 1=Present | Minutes of meeting |
| SCORE 6(S6)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Teaching and learning Resources Weight=0.10
 |
| 1 | Laboratories chemicals, equipments and glass wears | Refer to list of chemicals, glassware & equipment according to Annex.1 |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of chemicals, glassware & equipment |
| 2 | Quality of Laboratories chemicals, equipments and glass wears |  |  0=Poor 1=Good 2=Excellent | Proof of Vendors |
| 3 | Reference and text books | Minimum requirement 1500-2000 books & 5 journal out of which two shall be foreign  |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of Books & Journals |
| 4 | Models of Anatomy Lab | As per subject requirement |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of Models |
| 5 | Equipments of Skill Lab | As per subject requirement |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of skill lab utensils, equipment, manikins/simulators and machines |
| 6 | Class Room A V Aids | As per PNC criteria |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of equipments,furniture and machines |
| 7 | Number of Computers | 1 for 2 students in case of IT course |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of Computers with specification |
| 8 | Library resources | Photocopy machine/ computers/ internet access |  0=Not present 1=present | List of resources |
| 9 | Access to HEC digital library | XXXX |  0=No 1=Yes | Access to library on website |
| 10 | Prospectus | Prospectus approved by academic committee |  0=Not present 1=present | Copy of prospectus |
| SCORE 7(S7)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. **Extra-Curricular Activities** Weight=0.03
 |
| 1 | Sports facilities | XXXXX |  0=Non-Compliance 1=Partially Compliance 2=Compliance | XXXX |
| 2 | Students weak |  |  0=Non-Compliance 1=Partially Compliance 2=Compliance |  |
| 3 | Picnics |  |  0=Non-Compliance 1=Partially Compliance 2=Compliance |  |
| 4 | Intercollegiate participation |  |  0=Non-Compliance 1=Partially Compliance 2=Compliance |  |
| 5 | Social and entertainment Forums |  |  0=Non-Compliance 1=Partially Compliance 2=Compliance |  |
| SCORE 8(S8)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Research & Publication Weight=0.05
 |
| 1 | Publications in ISI impact factor and HEC recognized journals (X & Y category) per full time faculty | As per HEC Criteria |  0=Non-Compliance 1=Partially Compliance 2=Compliance | List of faculty publications |
| 2 | Faculty attending  International/national conference/workshop/symposia/ seminar | Minimum 2-3 faculty members must be sent to attend |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof attached |
| 3 | Students research Training | As per PNC criteria |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof attached |
| SCORE 9(S9)={TV/(No. of Questions\*2)}\*100\*Weight |  |
| 1. Public Disclosure and Transparency Weight=0.02
 |
| 1 | Website present | Updated Institutional/University Website |  0=Non-Compliance 1=Partially Compliance 2=Compliance | University/Institute website |
| 2 | Information on web page | Information regarding campus, programs offered and facilities |  0=Non-Compliance 1=Partially Compliance 2=Compliance | University/Institute website |
| SCORE 10(S10)={TV/(No. of Questions\*2)}\*100\*Weight |
| 1. Quality Control Weight=0.05
 |
| 1 | QA mechanism | Academic, examination, grievance, labs, career counseling committee should be constitute |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Notification of committees with TOR |
| 2 | Quality Benchmarks and its performance | As per PNC guidelines |  0=Non-Compliance 1=Partially Compliance 2=Compliance | Proof attached |
| SCORE 11(S11)={TV/(No. of Questions\*2)}\*100\*Weight |

**CUMULATIVE SCORING SHEET**

**SCORE CHART FOR 50 ADMISSIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S No** | **Education Standards** | **Weight** | **Min Req.in each component** | **Scores Achieved** |
| A | Organization &Governance **/**Policy Documents **(S1)** | 0.10 | 95% | S1= |
| B | Physical Infrastructure of School/College **(S2)** | 0.15 | 80% | S2= |
| C | Physical Infrastructure of Parent/Affiliated Hospitals **(S3)** | 0.15 | 80% | S3= |
| D | Financial Management **(S4)** | 0.05 | 100% | S4= |
| E | Faculty & Staff **(S5)** | 0.10 |  80% | S5= |
| F | Academic Process & Evaluation **(S6)** | 0.20 | 80% | S6= |
| G | Teaching and learning Resources **(S7)** | 0.10 | 80% | S7= |
| H | Extracurricular Activities **(S8)** | 0.03 | 30% | S8= |
| I | Research & publication **(S9)** | 0.05 | 50% | S9= |
| J | Public Disclosure and Transparency **(S10)** | 0.02 | 50% | S10= |
| K | Quality Control **(S11)** | 0.05 | 100% | S11= |
| **Total** | 1 | Min.80% required For accreditation | Overall Score assessment: (S1+S2+S3….S11)= |

**DECISION AS PER PNC RULE**

|  |  |  |
| --- | --- | --- |
| **Category\*** | **(%) Score** | **Status** |
| Z | < 73 | Not recommended. |
| Y | 74 ~ 79 | Not recommended. Revisit  |
| X | 80 ~ 85 | Recommended with conditions for\_\_\_\_\_ No of seats |
| W | 86 ~ Above | Highly recommended for\_\_\_\_\_ No of seats. |

**Observations /Conditions:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Inspection Team Visited**

1. Name of Co-ordinator: Signature:

2. Name of Inspector: Signature:

3. Name of Inspector: Signature:

Date of Visit: