



**THRONEROOM COLLEGE OF NURSING
SCIENCES, KAFANCHAN,
KADUNA STATE.**



STUDENTS' HANDBOOK

FOR

NATIONAL DIPLOMA (ND)/HIGHER NATIONAL DIPLOMA (HND) NURSING

First Edition: 2026

THRONEROOM COLLEGE OF NURSING SCIENCES, KAFANCHAN, KADUNA STATE.

STUDENTS' HANDBOOK

**FOR
NATIONAL DIPLOMA (ND)/HIGHER NATIONAL DIPLOMA (HND)
NURSING**

MOTTO: Compassion in Action, Excellence in nursing.

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APPROVAL

The students' handbook of Throneroom College of Nursing Sciences, Kafanchan, Kaduna State is hereby approved by the Governing Council and College Management as the official guide for students of the institution.

The handbook outlines the policies, regulations and procedures governing the academic and social conduct of students within the college. All students are expected to familiarize themselves with the contents and adhere strictly to the provisions therein.

This handbook takes effect from 2025/2026 Academic session and shall remain in force until otherwise reviewed or revised by the appropriate authorities of the college.

Approved on this..... day of..... 2026

Provost : Mr. Elisha Zokale Jarmai

Registrar: Mr. Danlami Maidawa Kure

Chairperson: Governing Council Mrs. Alheri Grace Yusuf

CERTIFICATION

This is to certify that I have received a copy of the students' handbook of the Throneroom College of Nursing Sciences, Kafanchan. I acknowledge that it is my responsibility to read, understand and comply with all rules, regulations, policies and procedures contained in this handbook.

I understand that the policies outlined in this handbook are designed to guide students in maintaining professional conduct, academic integrity and discipline expected of students in a nursing institution.

I further agree to abide by all the academic, ethical, and professional standards of Throneroom College of Nursing Sciences, Kafanchan and to conduct myself in a manner that upholds the dignity and values of nursing profession.

I understand that failure to comply with the policies and regulations contained in this handbook may result in disciplinary action as determined by the college authorities.

STUDENT INFORMATION

Student's Name

Matriculation Number.....

Programme.....

Level/Class.....

Student's Signature.....

Date.....

ACKNOWLEDGEMENT

The Publication of this students' handbook would not have been possible without the collective efforts and several individual and organizations. The Management of Thronerom College of Nursing Sciences Kafanchan sincerely appreciates the Proprietor of the college for his vision, dedication and commitment to the advancement of nursing education.

We also acknowledge the valuable contributions of the Governing Council, the Provost and Members of the college management whose guidance and approval ensured the successful completion of this handbook.

The college further appreciates the contributions of the academic and administrative staff who participated in the review and compilation of the policy and guide contained in this document.

Special recognition is also given to the professional standards and guidelines provided by the Nursing and Midwifery Council of Nigeria, which serve as the foundation for Nursing Education and Practice in Nigeria.

It is our hope that this handbook will serve as a useful guide for students throughout their academic and professional training in the college.

FORWARD

It gives me great pleasure to present the student handbook of Throneroom College of Nursing Sciences, Kafanchan. This handbook has been carefully prepared to serve as a guide for students throughout their period of training in the college.

Throneroom College of Nursing Sciences, Kafanchan is committed to its vision to be one of the best Colleges of Nursing Sciences in Nigeria, known for excellence in teaching and professional practice. The college strives to provide a learning environment that promotes academic excellence, professional competence, discipline and compassionate care for humanity.

This handbook contains important information about the policies, rules and regulations that govern the academic and social life of students in the college. It outlines the standards expected of every student and provides guidance on academic programmes, examinations conduct, and other institutional procedures. Students are therefore encouraged to study this handbook carefully and keep it for regular reference during their stay in the institution. As future members of nursing profession, I expect every student of this college to demonstrate diligence in their studies, respect for institutional rules, commitment to professional ethics and compassion in the care of patients. Nursing is a noble profession that requires discipline, integrity and dedication to service. Students must therefore strive to uphold the highest standards of conduct both within the college and during clinical practice.

I am confident that students who faithfully follow the guidance provided in this handbook will have rewarding and successful training experience. I wish you a productive and fulfilling academic journey at Throneroom College of Nursing Sciences, Kafanchan.

Thank you,

Sign 

Mr. Elisha Zokale Jarmai

Provost,

Throneroom College of Nursing Sciences, Kafanchan, Kaduna State.

PREFACE

The students' handbook has been prepared to provide students of Throneroom college of nursing, Kafanchan with essential information regarding the policies, regulations and procedures that guide academic and student life within the college.

The purpose of this handbook is to serve as a reliable guide for students throughout their training. It contains important admission requirement, academic programmes, examination regulations, students conduct, clinical practice guidelines and other institutional policies necessary for smooth operations of the college.

Students are strongly encouraged to read this handbook carefully and become familiar with its contents. It should be kept as a reference document and consulted whenever clarification is needed concerning the rules and expectations of the college. Observance of the guidelines contained in this handbook will help students maintain discipline, achieve academic success and uphold the noble values of the nursing profession.

It is my sincere hope that this handbook will assist students in understanding the standards and responsibilities expected of them as members of Throneroom college of nursing.

Sign:

Mr. Maidawa Danlami Kure

Registrar.

Throneroom College of Nursing Sciences, Kafanchan, Kaduna State.

Table Of Content

PRELIMINARY PAGES

- Title Page
- Copyright Page
- Approval Page
- Certification Page
- Student Information
- Acknowledgement
- Foreword
- Preface
- List of Abbreviations

CHAPTER ONE: Introduction to the college

01

- 1.1 Establishment of the College
- 1.2 Historical Background of the College
- 1.3 Location of the College
- 1.4 Ownership and Governance Structure
- 1.5 Philosophy of the College
- 1.6 Vision of the College
- 1.7 Mission of the College
- 1.8 Core Values of Thronerom College of Nursing Sciences
- 1.9 Institutional Goals and Objectives
- 1.10 Organizational Structure of Thronerom College of Nursing Sciences Kafanchan
- 1.11 Administrative Structure of Thronerom College of Nursing Sciences
- 1.12 Principal Officers of Thronerom College of Nursing Sciences and Their Responsibilities

CHAPTER TWO: Academic Programmes Of The College

09

- 2.1 Overview of Academic Programmes (ND/HND)
- 2.2 ND/HND Nursing Programmes Description
- 2.3 Philosophy of the ND/HND Nursing Programme
- 2.4 Objectives of ND/HND Programme
- 2.5 Training Objectives (ND/HND)
- 2.6 Programme Progression Statement (ND → HND)

- 2.7 Expected Learning Outcomes (ND/HND)
- 2.8 Duration of ND and HND Programmes
- 2.9 Programme Structure (ND and HND Phases)
- 2.10 Academic Departments / Units
- 2.11 Course Credit Systems
- 2.12 Course Coding System (ND/HND)
- 2.13 Course Registration Procedures (ND/HND Programme)
- 2.14 Supervised Clinical Work Experience (SCWE) ND/HND Nursing Programme

CHAPTER THREE: Admission Requirements And Procedures

13

- 3.1 General Admission Requirements
- 3.2 Admission Requirements for National Diploma (ND) Programme
- 3.3 Admission Requirements for Higher National Diploma (HND) Programme
- 3.4 Required 'O Level' Subjects
- 3.5 Post UTME Screening
- 3.6 Oral Interview
- 3.7 Medical Fitness Requirements
- 3.8 Admission Procedures
- 3.9 Acceptance of Admission
- 3.10 Registration of New Students
- 3.11 Orientation Programmes for New Students

CHAPTER FOUR: Teaching, Learning And Clinical Training

16

- 4.1 Teaching Methods in the College
- 4.2 Learning Methods for Students in the College
- 4.3 Skills Laboratory Training
- 4.4 Clinical Training Structure
- 4.5 Affiliated/Training Hospitals
- 4.6 Clinical Posting Schedule
- 4.7 Supervision of Clinical Training
- 4.8 Clinical Logbooks and Records
- 4.9 Clinical Conferences
- 4.10 Community Health Field Training

CHAPTER FIVE: Examination And Assessment

19

- 5.1 Student Assessment Methods
- 5.2 Continuous Assessment (CA)
- 5.3 Semester Examinations

- 5.4 Clinical Assessment
- 5.5 Practical Examination
- 5.6 Grading System
- 5.7 Pass Mark and Grade Point System
- 5.8 Carry Over Courses
- 5.9 Resit Examinations
- 5.10 Academic Probation
- 5.11 Academic Awards and Distinctions

CHAPTER SIX: Student Conduct And Discipline

22

- 6.1 Code of Conduct for Students
- 6.2 Professional Ethics in Nursing
- 6.3 Students Discipline and Regulations
- 6.4 Dress Code / Uniform Regulations (Faith-Based)
- 6.5 Attendance Requirements
- 6.6 Hostel Regulations
- 6.7 Offenses and Misconduct
- 6.8 Disciplinary Measures
- 6.9 Examination Malpractice
- 6.10 Appeals and Grievance Procedure

CHAPTER SEVEN: Student Support Services

25

- 7.1 Library Services
- 7.2 ICT and Learning Resources
- 7.3 Health Services for Students
- 7.4 Guidance and Counselling Services
- 7.5 Students Welfare Services
- 7.6 Sports and Recreational Activities
- 7.7 Religious and Spiritual Activities
- 7.8 Students Associations/Union

CHAPTER EIGHT: Graduation And Professional Licensing

27

- 8.1 Requirements for Graduation
- 8.2 Eligibility for Professional Examination
- 8.3 Licensing by the Nursing and Midwifery Council of Nigeria (NMCN)
- 8.4 Career Opportunities

LIST OF ABBREVIATIONS

1. CGPA – Cumulative Grade Point Average
2. GPA – Grade Point Average
3. HND – Higher National Diploma
4. ICT – Information and Communication Technology
5. NABTEB – National Business and Technical Examinations Board
6. NBTE – National Board for Technical Education
7. NECO – National Examination Council
8. NMCN – Nursing and Midwifery Council of Nigeria
9. SCWE – Students’ Clinical Work Experience
10. SIWES – Students Industrial Work Experience Scheme
11. SSCE - Senior Secondary Certificate Examination
12. TCONS – Thronerom College of Nursing Sciences
13. WAEC – West African Examination Council

CHAPTER ONE

1.0 INTRODUCTION TO THE COLLEGE

1.1 Establishment of the College

The College was founded under the vision and leadership of **Apostle Emmanuel Nuhu Kure** the Proprietor, who recognized the critical role of healthcare and education in national development. With a commitment to excellence, the institution was designed to provide high-quality training in nursing sciences, combining theoretical knowledge with practical clinical experience.

In line with regulatory requirements, the establishment process involved meeting the standards and guidelines set by relevant regulatory bodies, including the Corporate Affairs Commission (CAC), Nursing and Midwifery Council of Nigeria (NMCN) and the National Board for Technical Education (NBTE). It also included the provision of essential infrastructure, recruitment of qualified academic and non-academic staff, development of academic programmes, and acquisition of necessary teaching and learning facilities.

The college was granted approval for admission for 2025/2026 session by the regulatory bodies (Nursing & Midwifery Council of Nigeria and National Board for Technical Education) to start the National Diploma (ND) Nursing Programme.

The College commenced its foundational activities with the setting up of administrative structures, including the appointment of principal officers such as the Provost, Registrar, Bursar, and Librarian. These officers were tasked with the responsibility of ensuring the smooth take-off and operation of the institution.

1.2 Historical Background of the College

The establishment of Throneroom College of Nursing Sciences, Kafanchan was conceived as a strategic response to the increasing demand for qualified nursing professionals in Kafanchan, Kaduna State, and Nigeria at large. The initiative was driven by the vision of the Proprietor, Apostle Emmanuel Nuhu Kure, whose commitment to quality healthcare delivery and human capital development led to the establishment of the institution.

The idea was conceived following a critical assessment of the shortage of trained nursing personnel within the region. In pursuit of this vision, a Planning Committee comprising of Pastor Sunday Kim Jacob, Mr. Christian Kantoma, Mrs. Aisha Akau, Mrs. Charity Dodo, Mrs. Aishatu Suleiman, Prof. Ibrahim Abbas Sodangi and Miss Kasham Helen Yakubu were constituted in 2025 to midwife the take-off of the institution. The Committee was

saddled with responsibilities including institutional planning, development of academic programmes, provision of infrastructure, and preparation of documents required for regulatory approval. The Proprietor also contacted Apostle Phillip Kambai (Throneroom Ministries) and Mrs. Alheri Grace Yusuf (Retired Acting Registrar of the Nursing and Midwifery Council of Nigeria) to support and give guidance on the process of establishing the college.

The College commenced its preliminary administrative and developmental activities in 2025 under the leadership of the pioneer Acting Provost, Mrs. Deborah Dowyaro who worked in collaboration with two key supporting staff, notably Mr. Shedrach Elisha Duniya, Personal Assistant to the Ag. Provost and Director of Physical Planning and Mrs. Priscila Micah, who served as Office Attendant. Their combined efforts, alongside members of the Planning Committee, ensured steady progress toward establishing the College.

Appointment of Principal officers of the college like substantive Provost (Mr. Elisha Zokale Jarmai), Registrar (Mr. Danlami Maidawa), Bursar and Librarian were done in line with NMCN and NBTE guidelines.

The Governing Council of the college was inaugurated by the Proprietor on the 19th of March 2026 with the following as members:

- i. Mrs. Alheri Grace Yusuf – Chairman
- ii. Mrs. Martha Kure – Member
- iii. Dr. Dawang Davou Yusuf – Member
- iv. Dr. Adze Joel Amwe – Member
- v. Mrs. Aisha Akau – Member
- vi. Dr. Paul Many Dogo – Member
- vii. Mr. Elisha Zokale Jarmai – Provost/Member
- viii. Mr. Danlami Maidawa Kure – Registrar/Secretary

The following were achieved within the year 2025/2026:

- i. Registration with Corporate Affairs Commission (CAC) – 16th April 2025 with Registration number RC8420262
- ii. Advisory visit by Kaduna State Ministry of Health – 25th -26th September 2026
- iii. Accreditation by the Nursing and Midwifery Council of Nigeria – This was done on 17th – 20th December 2025. The college was granted provisional approval to commence training with an initial intake of 50 students with effect from 2025/2026 academic year.
- iv. Resource verification/Accreditation by the National Board for Technical Education

- This was done on 3rd February 2026. Approval was given to admit two (2) streams of sixty (60) students per stream = 120 students with effect from 2025/2026 academic year.
- v. Employment of a substantive Provost, Registrar and other principal officers of the college.

As part of its foundation, the College prepared essential institutional and academic documents, including the Students' Handbook, Staff Handbook, Academic Brief, and other policy guidelines. These documents were developed in accordance with the requirements of the Nursing and Midwifery Council of Nigeria (NMCN) and the National Board for Technical Education (NBTE), which are the regulatory bodies overseeing nursing education in Nigeria.

Today, Thronerom College of Nursing Sciences, Kafanchan stands as a developing center of excellence in nursing education, with a strong foundation built on vision, dedication, and compliance with national standards. The College remains committed to producing highly skilled, competent, and ethically grounded nursing professionals capable of contributing meaningfully to the healthcare system in Nigeria and beyond.

1.3 Location of the College

Thronerom College of Nursing Sciences is located in Kafanchan, a prominent town in the southern part of Kaduna State, serving as the headquarters of Jema'a local Government.

The college is situated within the premises of Thronerom (Trust) Ministry, which is located at Thronerom close, off Hospital Road, Kafanchan, Kaduna State, Nigeria.

The college is in a quiet and conducive educational environment within the ministry's headquarter area. The location is accessible from the major roads within Kafanchan town and is close to important community facilities such as hospitals, markets, schools, and residential areas.

Because of its strategic location, the college benefits from proximity to healthcare institutions and transportation routes that support clinical training, community health outreach, and access for students from different parts of Kaduna State and other regions of Nigeria.

1.4 Ownership and Governance Structure

Thronerom College of Nursing Sciences, Kafanchan is a private faith-based nursing training institution established to contribute to the development of healthcare and education in Nigeria. The college is owned and managed by Thronerom (Trust) Ministry, a Christian missionary organization headquartered in Kafanchan, Kaduna State, Nigeria. The ministry was founded by Apostle Emmanuel Nuhu Kure, a Nigerian Christian leader and missionary, with the vision of promoting spiritual revival, leadership development,

education, and humanitarian services.

Over the years, the ministry has established several initiatives aimed at community transformation, including educational institutions, leadership training programs, and social development projects.

The Governing Council under the Chairmanship of Mrs. Alheri Grace Yusuf provides policy direction to the college in collaboration with the Vision Pioneer / Proprietor Apostle Emmanuel Nuhu Kure.

1.5 Philosophy of the College

The philosophy of Throneroom College of Nursing Sciences, Kafanchan is based on the belief that nursing is both a scientific discipline and a compassionate service to humanity. The college recognizes that effective healthcare delivery requires nurses who are not only professionally competent but also morally upright, spiritually grounded, and committed to the preservation of human life.

As a faith-based institution established by Throneroom (Trust) Ministry, the college upholds Christian values such as love, compassion, integrity, service, and respect for the dignity of every human being. The institution believes that the training of nurses should integrate intellectual development, clinical competence, ethical conduct, and spiritual values to produce well-rounded healthcare professionals.

The college further believes that health is a fundamental human right and that nurses play a critical role in promoting, maintaining, and restoring health in individuals, families, and communities. Therefore, nursing education should equip students with the knowledge, skills, and attitudes necessary to provide holistic care that addresses the physical, psychological, social, and spiritual needs of patients.

In line with the standards of the Nursing and Midwifery Council of Nigeria and the National Board for Technical Education, the college is committed to providing a comprehensive nursing education that combines theoretical instruction with practical clinical experience. This approach ensures that graduates can apply scientific principles and professional ethics in delivering safe and effective nursing care.

The philosophy of the college also emphasizes the importance of discipline, lifelong learning, leadership, and community service. Students are therefore encouraged to develop critical thinking skills, professional responsibility, and a commitment to continuous personal and professional development.

Ultimately, Throneroom College of Nursing Sciences, Kafanchan seeks to produce nurses who are competent in practice, compassionate in service, and guided by strong moral and spiritual values, thereby contributing positively to the healthcare system and the wellbeing of society.

1.6 Vision of the College

To be one of the top Nursing and Midwifery institutions in Nigeria, known for excellent teaching and practice.

1.7 Mission of the College

To train caring and God-fearing health workers who follow the rules of the profession and treat others with respect and empathy.

1.8 Core Values of Throneroom College of Nursing Sciences

The College upholds the following core values:

- **Faith and Spirituality** – Integrating moral and spiritual principles in education.
- **Excellence** – Maintaining high standards in academic, clinical, and professional practice.
- **Integrity and Accountability** – Promoting honesty, ethical conduct, and responsibility.
- **Compassion and Service** – Providing patient-centered care and community service.
- **Innovation and Research** – Encouraging evidence-based practice and continuous improvement.
- **Professionalism** – Fostering discipline, respect, and dedication to nursing practice.

1.9 Institutional Goals and Objectives

Goals:

- To produce competent and spiritually grounded nurses at ND/HND levels.
- To contribute to healthcare development locally and nationally.
- To maintain a faith-driven learning environment promoting academic and moral excellence.

Objectives:

- Deliver theoretical and practical nursing education in line with NMCN and NBTE standards.
- Facilitate clinical exposure and supervised training in affiliated hospitals.
- Encourage research and innovation in nursing and healthcare.
- Promote ethical, spiritual, and professional development of students.
- Foster community engagement and public health awareness.

1.10 Organizational Structure of Throneroom College of Nursing Sciences

Kafanchan

The College's organizational structure ensures efficient management and smooth operations. Key components include:

- Proprietor/Board of Trustees – Ultimate oversight.

- Governing Council – Policy formulation and supervision.
- Academic Departments – ND and HND Programme coordination.
- Administrative Units – Registry, Finance, Library, ICT, Student Welfare.

1.11 Administrative Structure of Throneroom College of Nursing Sciences

Administrative units are structured to provide academic, operational, and welfare support, including:

- Provost – overall management of academic and administrative activities.
- Registrar – student records, academic administration, and regulatory compliance.
- Bursar – financial management, accounting, and budget oversight.
- Librarian – library management, learning resources, and ICT support.
- Heads of Departments – Nursing, Midwifery, Public Health Nursing and General Studies.

1.12 Principal Officers of Throneroom College of Nursing Sciences and Their Responsibilities

1. Provost

The Provost is the Chief Executive and Academic Officer of the college and is responsible for overall leadership and management.

Key responsibilities include:

- Providing leadership for the overall administration and academic activities of the college.
- Implementing policies approved by the Governing Board or Proprietor.
- Supervising academic staff, administrative staff, and support units.
- Ensuring compliance with the regulations and standards of the Nursing and Midwifery Council of Nigeria.
- Coordinating curriculum development and review, teaching, learning, and assessment processes.
- Promoting staff development, training, and continuous professional development programs.
- Monitoring and evaluating the performance of departments and units.
- Representing the college in professional, governmental, and community matters.
- Approving academic calendars, examination schedules, and student progression.
- Ensuring discipline and ethical conduct among staff and students.
- Reporting institutional activities and achievements to the Governing Council or Proprietor.

2. Registrar

The Registrar manages all general administration and records of the college.

Responsibilities include:

- Maintaining accurate and up-to-date records of students, staff, and institutional activities.
- Coordinating admissions, registrations, and matriculations of students.
- Organizing and documenting college meetings, committees, and official correspondence.
- Issuing academic transcripts, certificates, and letters of clearance.
- Maintaining personnel files and records of staff appointments, promotions, and leave.
- Overseeing the preparation of reports for the Governing Council, Provost, and regulatory agencies.
- Serve as Secretary of the Governing Council.
- Ensuring compliance with statutory reporting requirements.
- Supervising registry staff and ensuring smooth workflow in administrative functions.
- Assisting the Provost in policy implementation and institutional planning.

3. Bursar

The Bursar is responsible for financial management and planning of the college.

Key responsibilities include:

- Preparing and managing the annual budget in consultation with the Provost and Governing Board.
- Maintaining accurate financial records, accounts, and reports.
- Ensuring proper collection of fees, payments, and other income.
- Overseeing the disbursement of funds in accordance with approved budgets and financial regulations.
- Supervising accounting staff and ensuring compliance with accounting standards.
- Conducting financial audits and preparing financial statements for internal and external review.
- Advising the Governing Board and Provost on financial matters, including investment and resource allocation.
- Implementing policies for financial accountability, transparency, and prudence.

4. Librarian

The College Librarian manages library services and academic resources for the college.

Responsibilities include:

- Acquiring, organizing, and maintaining textbooks, journals, research publications, and electronic resources.
- Facilitating access to library resources for students, staff, and faculty.
- Providing reference and research support to students and academic staff.

- Implementing cataloguing and classification systems to ensure efficient library management.
- Supervising library staff and ensuring smooth day-to-day operation of the library.
- Organizing library orientation and information literacy programs for students.
- Collaborating with academic staff to support curriculum and research needs.
- Ensuring the library complies with professional standards and serves as a resource center for learning.

CHAPTER TWO

2.0 ACADEMIC PROGRAMMES OF THE COLLEGE

2.1 Overview of Academic Programmes (ND/HND)

Throneroom College of Nursing Sciences, Kafanchan offers a structured non terminal National Diploma (ND)/Higher National Diploma (HND) Nursing programme designed to prepare competent and compassionate nursing professionals. The academic programmes are aligned with national standards and regulatory requirements, integrating theoretical instruction with supervised clinical practice.

The ND/HND pathway provides a progressive framework of learning, beginning with foundational knowledge and skills at the ND level and advancing to higher levels of clinical competence, critical thinking, and professional responsibility at the HND level.

The programmes are delivered through a combination of classroom lectures, laboratory demonstrations, simulation exercises, and clinical postings in approved healthcare facilities. Emphasis is placed on holistic patient care, ethical practice, and the integration of moral and spiritual values in line with the institution's faith-based philosophy.

Graduates of the programmes are equipped to function effectively within the healthcare system and contribute meaningfully to improving health outcomes in their communities and beyond.

2.2 ND/HND Nursing Programmes Description

National Diploma (ND) Nursing Programme:

A two-year Programme focusing on basic nursing theory, skills, and supervised clinical practice.

Students are trained to provide safe, effective, and compassionate care in hospital and community settings.

Higher National Diploma (HND) Nursing Programme:

A two-year advanced Programme for ND graduates.

Emphasizes leadership, specialized nursing practice, research, and community health interventions.

HND graduates are prepared for professional licensure and autonomous practice.

2.3 Philosophy of the ND/HND Nursing Programme

The ND/HND Nursing programme of Throneroom College of Nursing Sciences, Kafanchan are founded on the belief that nursing is both a divine calling and a dynamic professional discipline. The programmes are committed to producing competent, compassionate, and ethically grounded nurses through a balanced integration of scientific knowledge, clinical skills, and spiritual values.

We uphold the dignity and sanctity of human life and promote holistic care that addresses the physical, emotional, and spiritual needs of individuals, families, and communities. The programmes emphasize excellence in teaching, learning, and practice in line with national and global standards.

As a faith-based institution, we are dedicated to nurturing nurses who demonstrate integrity, empathy, critical thinking, and Christ-like service, while adapting to the evolving demands of healthcare. Our goal is to develop graduates who are not only professionally competent but also morally upright and committed to lifelong learning and service to humanity.

2.4 Objectives of ND/HND Programme

ND Objectives:

- Provide foundational nursing knowledge and skills.
- Prepare students for ethical and compassionate patient care.
- Enable students to apply theory to clinical practice safely.

HND Objectives:

- Develop advanced clinical, managerial, and research competencies.
- Prepare students for professional licensure and leadership roles.
- Foster critical thinking and evidence-based practice in nursing care.

2.5 Training Objectives (ND/HND)

ND Training Objectives:

- Train students to perform basic nursing procedures competently.
- Ensure understanding of patient safety, hygiene, and infection control.
- Provide supervised clinical experience in hospital and community settings.

HND Training Objectives:

- Develop advanced clinical reasoning and problem-solving skills.
- Prepare students for specialized nursing roles and community leadership.
- Facilitate research-based practice and evidence-informed decision-making.

2.6 Programme Progression Statement (ND → HND)

The ND/HND Nursing is a non-terminal 4 years programme. On graduation, the following certificates are awarded: Registered Nurse, Registered Midwife, Registered Public Health Nurse (Professional qualifications) and ND/HND Nursing (Academic qualification).

- ND graduates who meet academic, clinical, and ethical requirements will progress for the HND Programme.
- HND training builds on ND knowledge, offering advanced clinical practice, research skills, leadership training, and community health management.

- This progression ensures continuity of professional development from foundational to advanced nursing competencies.

2.7 Expected Learning Outcomes (ND/HND)

ND Graduates Should Be Able To:

- Deliver basic nursing care safely and competently.
- Apply theoretical knowledge to practical patient management.
- Exhibit professionalism, ethical conduct, and faith-driven values.
- Participate effectively in community health programmes.

HND Graduates Should Be Able To:

- Provide advanced nursing care and manage complex clinical situations.
- Lead healthcare teams and supervise junior staff.
- Conduct nursing research and contribute to evidence-based practice.
- Plan, implement, and evaluate community health interventions.

2.8 Duration of ND and HND Programmes

ND Programme:

- 2 academic years (4 semesters)

HND Programme:

- 2 academic years (4 semesters) for ND graduates

Duration includes theoretical instruction, skills laboratory practice, and supervised clinical work experience (SCWE).

2.9 Programme Structure (ND and HND Phases)

ND Phase:

- Basic nursing courses (Anatomy, Physiology, Pharmacology)
- Introduction to clinical skills
- Supervised hospital and community postings

HND Phase:

- Advanced nursing courses (Leadership, Research Methods, Specialized Care, etc.)
- Advanced clinical practice
- Research project/dissertation
- Community health management

2.10 Academic Departments / Units

- Department of Nursing
- Department of Midwifery
- Department of Public Health Nursing
- Department of General Studies

- Administrative Units – Registry, Library, ICT, Student Welfare, Bursary

2.11 Course Credit Systems

Each course is assigned a credit unit representing lecture hours, practical sessions, and clinical hours. ND/HND students must complete all required credit units to graduate.

Credit accumulation ensures students meet NBTE and NMCN standards for competency and professional readiness.

2.12 Course Coding System (ND/HND)

Courses are coded for ease of identification, registration, and tracking.

For example;

NDN 111: National Diploma Nursing – Anatomy

HNDN 211: Higher National Diploma Nursing – Advanced Medical-Surgical Nursing

Coding reflects Programme, level, semester and sequence.

2.13 Course Registration Procedures (ND/HND Programme)

- Students register for courses online at the start of each semester.
- Registration covers lectures, practical sessions, and clinical postings.
- Approval from the Head of Department and Registrar is required.
- Students must ensure payment of fees before registration is validated.

2.14 Supervised Clinical Work Experience (SCWE) ND/HND Nursing Programme

SCWE is an integral part of ND/HND programme.

Students undergo practical clinical exposure in affiliated hospitals and primary health centers.

Activities include:

- Direct patient care
- Clinical procedures and observations
- Record-keeping and documentation
- Community health interventions
- SCWE ensures students apply theory to real-life practice and achieve

competence for professional licensing.

CHAPTER THREE

3.0 ADMISSION REQUIREMENTS AND PROCEDURES

3.1 General Admission Requirements

Admission to Throneroom College of Nursing Sciences, Kafanchan is merit-based and competitive. Applicants must:

- Demonstrate good moral character and discipline.
- Satisfy the academic requirements as stipulated for the ND/HND Nursing programme.
- Meet the age requirement as prescribed by regulatory bodies (16 years and above).
- Provide evidence of medical fitness.
- Pass in all required examinations and interviews.

3.2 Admission Requirements for National Diploma (ND) Programme

Applicants for the ND Nursing Programme must:

- Have successfully completed Senior Secondary School Certificate (SSCE/WAEC/NECO/NABTEB).
- Obtain a minimum of five (5) credit passes including required subjects (see Section 3.4) in not more than two sittings.
- Meet the minimum age requirement (16 years by the time of admission).
- Satisfy any additional criteria set by the College, NBTE, and NMCN.

3.3 Admission Requirements for Higher National Diploma (HND) Programme

Though the ND/HND Nursing programme is non-terminal, applicants progressing for the HND Nursing Programme must:

- Have successfully completed the ND Nursing Programme with a minimum lower credit pass.
- Meet the minimum duration of clinical practice or supervised work experience as required.
- Satisfy other additional criteria set by the College, NMCN and NBTE.

3.4 Required ‘O Level’ Subjects

Applicants for the ND/HND Nursing Programme must have credit passes in the following subjects at SSCE/NECO/WAEC/NABTEB level at not more than two sittings. NABTEB cannot be combined with any other result:

- English Language
- Mathematics

- Biology
- Chemistry
- Physics

3.5 Post UTME Screening

All applicants must sit for the College's post UTME Screening.

The examination tests candidates on English, Mathematics, Physics, Biology, Chemistry, and General Knowledge. Only candidates who meet the minimum cut-off score will be invited for oral interview.

3.6 Oral Interview

Shortlisted candidates from the post UTME Screening will be invited for an oral interview.

The interview assesses:

- Communication skills
- Motivation for nursing
- Moral and ethical orientation
- General knowledge and awareness of healthcare issues
- Successful candidates are recommended for admission based on merit and suitability.

3.7 Medical Fitness Requirements

- All applicants must undergo a medical examination with a certified medical officer.
- Applicants must be physically and mentally fit to pursue nursing education and clinical practice.
- A medical certificate is required before registration.

3.8 Admission Procedures

- Submission of a completed application form (online) within the stipulated deadline.
- Payment of the non-refundable application fee.
- Screening academic qualifications and documents.
- Conduct of post UTME Screening and oral interview.
- Verification of medical fitness.
- Issuance of provisional admission letters to successful candidates.

3.9 Acceptance of Admission

Candidates admitted must formally accept by:

- Paying the acceptance fee within the stipulated time frame given by the college
- Failure to accept admission within the deadline may result in forfeiture of the offer.

3.10 Registration of New Students

Upon acceptance, students are required to complete registration online and at the College Registry. Registration includes:

- Verification of certificates and credentials
- Payment of tuition and other fees
- Assignment of matriculation number after matriculation
- Issuance of student identity card and course registration forms
- Students are required to comply with college rules and regulations.

3.11 Orientation Programmes for New Students

All new students must participate in orientation programmes. Orientation covers:

- Introduction to College mission, vision, and philosophy
- Academic and administrative procedures
- Library, ICT, and laboratory facilities
- Student code of conduct and ethical standards
- Health and safety regulations
- Introduction to clinical training and SCWE requirements
- Orientation ensures smooth integration into the College community and prepares students for academic and professional success.

CHAPTER FOUR

4.0 TEACHING, LEARNING AND CLINICAL TRAINING

4.1 Teaching Methods in the College

Throneroom College of Nursing Sciences, Kafanchan employs a variety of teaching methods to ensure effective knowledge transfer and skill development. These include:

- Lectures: Structured presentations for conceptual understanding.
- Tutorials: Small group discussions for in-depth learning and problem-solving.
- Demonstrations: Faculty-led demonstrations of clinical procedures and skills.
- Simulation/Skills Laboratory Practice: Hands-on practice in controlled environments before clinical posting.
- Student Centred Learning: Shifts focus from the teacher to the student focusing on active learning, collaboration and critical thinking.
- Case Studies: Analysis of patient scenarios to develop critical thinking.
- Seminars and Workshops: Focused sessions on specialized topics and skill enhancement.
- E-learning and ICT-based Instruction: Integration of technology to support learning.

4.2 Learning Methods for Students in the College

Students are encouraged to adopt active learning strategies, including:

- Self-directed learning through textbooks, journals, and e-resources.
- Group learning via tutorials, study groups, and peer teaching.
- Problem-based learning using clinical case scenarios
- Practical application of theoretical knowledge in laboratory and clinical settings.
- Reflective learning to assess personal and professional development.

4.3 Skills Laboratory Training

The College maintains a fully equipped skills laboratory for students. Students practice nursing procedures under faculty supervision before exposure to patients. Skills laboratory training ensures safety, competence, and confidence in performing clinical procedures. Training includes:

- Basic nursing procedures (ND level)
- Advanced clinical techniques and patient management (HND level)

4.4 Clinical Training Structure

Clinical training is a core component of ND/HND programmes. ND students focus on basic patient care, observation, and supervised procedures. HND students are exposed to advanced clinical care, decision-making, leadership, and management responsibilities. Clinical training is organized to ensure progressive skill acquisition in alignment with theory taught in the classroom.

4.5 Affiliated/Training Hospitals

The College will utilize the Thronerom Hospital Kafanchan for its clinical experiences but will partner with approved healthcare facilities for more clinical training. Examples include:

- Federal Medical Centre Kafanchan
- District and State General Hospitals
- Specialist and Teaching Hospitals
- Primary Health Care Centers
- Community Health Programs

Students are required to adhere to hospital regulations, professional ethics, and patient safety guidelines always.

4.6 Clinical Posting Schedule

Clinical postings are pre-planned for each semester. Students are posted according to course requirements, level of training, and clinical availability. Posting schedule ensures exposure to:

- Medical-Surgical Nursing
- Maternal and Child Health
- Community Health Nursing
- Ophthalmic/Psychiatric and Mental Health Nursing

Duration of postings is defined by NBTE/NMCN standards for ND/HND programme.

4.7 Supervision of Clinical Training

Clinical training is supervised by the College faculty instructors, and Clinical preceptors in affiliated hospitals. Supervisors monitor student performance, provide guidance, and ensure adherence to professional standards and safety protocols. Feedback is provided regularly to enhance skill acquisition and confidence.

4.8 Clinical Logbooks and Records

Students maintain logbooks to document clinical experiences, procedures performed, and patient care activities. Logbooks are verified and signed by clinical supervisors. Accurate

record-keeping is mandatory for assessment and accreditation purposes. Logbooks serve as evidence of skill competence and professional development.

4.9 Clinical Conferences

Clinical conferences are organized to review student experiences, case studies, and patient care challenges. Students present cases, discuss interventions, and reflect on outcomes. Conferences foster critical thinking, peer learning, and professional growth.

4.10 Community Health Field Training

Students participate in community health programs to promote health education and disease prevention. Field training includes:

- Health promotion campaigns
- Vaccination drives
- Maternal and child health programs
- Environmental and sanitation assessments

ND students observe and assist, while HND students plan, lead, and evaluate interventions. Community training reinforces holistic nursing care and public health competencies.

CHAPTER FIVE

5.0 EXAMINATION AND ASSESSMENT

5.1 Student Assessment Methods

Students in both ND and HND Nursing Programmes are assessed using a combination of formative and summative approaches to ensure mastery of theory, practical skills, and professional competence. Assessment methods include:

- Continuous assessment (tests, assignments, presentations, practical demonstrations)
- Semester examinations (written, oral, and multiple-choice)
- Clinical assessments during supervised postings
- Practical examinations in skills laboratories and clinical settings
- Research/project evaluations (HND level)

5.2 Continuous Assessment (CA)

Continuous Assessment contributes 30–40% of the total course score. It includes:

- Class tests and quizzes
- Written assignments and essays
- Case study analyses
- Practical/lab demonstrations
- Participation in tutorials and seminars

The aim is to monitor student progress and identify learning gaps early.

5.3 Semester Examinations

Conducted at the end of each semester, covering all courses. It shall comprise of written, multiple-choice, and short-answer questions. Results from semester examinations account for 60–70% of the total course score. Examinations are moderated and approved by the College Examination Committee to ensure fairness and standardization.

5.4 Clinical Assessment

Students' clinical competence is assessed during Supervised Clinical Work Experience (SCWE).

Assessment includes:

- Adherence to nursing procedures
- Professional behavior and ethics
- Application of theory to practice
- Problem-solving and clinical reasoning
- Clinical supervisors' complete evaluation forms and logbook reviews.

5.5 Practical Examination

Practical examinations are conducted in skills laboratories and clinical settings. Students are evaluated on:

- Accuracy and safety in performing nursing procedures
- Competence in patient care techniques
- Organization and efficiency in clinical tasks
- Practical exams are graded and contribute to the overall course score.

5.6 Grading System

The College adopts a letter-grade system which aligns with NBTE and NMCN standards.

SCORE(%)	Letter Grade	Grade Point	Remarks
70 - 100	A	5.0	Excellent
60 - 69	B	4.0	Very Good
50 - 59	C	3.0	Good
45 - 49	D	2.0	Pass
40 - 44	E	1.0	Conditional Pass
0 - 39	F	0.0	Fail

5.7 Pass Mark and Grade Point System

- Minimum pass mark: 50% for each course (ND/HND), including theory and practical components.
- Grade points are used to calculate Cumulative Grade Point Average (CGPA) for progression and graduation.
- A CGPA of 2.0 and above is required to successfully complete each Programme.

5.8 Carry Over Courses

- Courses in which students fail (score below 50%) are classified as carry-over courses.
- Students must retake these courses in subsequent semesters while continuing with other courses.
- Clearance of carry-over courses is required before graduation.

5.9 Resit Examinations

- Students who fail courses may have resit examinations at the next available opportunity.
- Resit examinations cover the same syllabus as the original course.
- The maximum obtainable grade in a resit examination is C (3.0 grade point).

5.10 Academic Probation

Students with a CGPA below 2.0 at the end of any academic session are placed on academic probation. Probation entails:

- Close monitoring of academic progress
- Compulsory remedial classes and tutorials
- Restriction from certain privileges until improvement is demonstrated
- Failure to improve CGPA within the probation period may result in dismissal from the College.

5.11 Academic Awards and Distinctions

Students who excel in academics may receive awards and distinctions at the end of each programme. Categories include:

- Best Graduating Student (ND/HND)
- First Class or Distinction (HND)
- Dean's List Recognition for Exceptional Academic Performance
- Awards recognize excellence, diligence, and professional competence.

CHAPTER SIX

6.0 STUDENT CONDUCT AND DISCIPLINE

6.1 Code of Conduct for Students

All students of Throneroom College of Nursing Sciences are expected to:

- Uphold the values, mission, and philosophy of the College.
- Demonstrate respect for faculty, staff, fellow students, patients, and the community.
- Observe faith-based moral principles, honesty, and integrity in all dealings.
- Abide by all College rules, regulations, and policies.
- Maintain discipline in classrooms, laboratories, clinical settings, and hostels.

6.2 Professional Ethics in Nursing

Students must adhere to the highest standards of nursing ethics, including:

- Respecting patients' rights, dignity, and confidentiality.
- Demonstrating compassion, empathy, and professionalism in patient care.
- Practicing honesty and accountability in academic and clinical work.
- Observing legal, moral, and religious obligations while providing care.
- Avoiding behaviors that compromise professional integrity or patient safety.

6.3 Students Discipline and Regulations

- Students are expected to attend all classes, practical sessions, and clinical postings.
- Compliance with college administration, faculty, and clinical supervisors is mandatory.
- Disciplinary issues may arise from misconduct, absenteeism, violation of rules, or unethical behavior.
- All disciplinary matters are handled by the College Disciplinary Committee.

6.4 Dress Code / Uniform Regulations (Faith-Based)

- Students must wear prescribed uniforms for lectures, laboratories, clinical postings, and official College functions.
- Uniforms must be clean, neat, modest, and in accordance with faith-based principles.
- Personal grooming should reflect professionalism and respect for patients and colleagues.
- Non-compliance may result in warnings or restrictions from activities.

6.5 Attendance Requirements

Students are expected to attend all lectures, tutorials, laboratory sessions, and clinical postings. Minimum attendance requirement: 75% for lectures and practical sessions, and 100% for clinical postings. Absences must be justified with valid reasons and supporting documents. Failure to meet attendance requirements may lead to exclusion from examinations or repeat of sessions.

6.6 Hostel Regulations

- Students residing in college hostels must respect hostel rules and staff directives.
- Maintain cleanliness, hygiene, and orderliness in hostel premises.
- Visitors and overnight guests are not allowed in the rooms.
- Misconduct in hostels, including theft, fighting, or destruction of property, attracts disciplinary action.

6.7 Offenses and Misconduct

Common offenses include:

- Academic dishonesty (cheating, plagiarism)
- Disrespect to faculty, staff, or peers
- Absenteeism or repeated lateness
- Insubordination or defiance of authority
- Violation of safety rules in laboratories or clinical settings
- Breach of college faith-based moral code

6.8 Disciplinary Measures

Disciplinary measures are applied according to severity of the offense. This could be:

- Verbal or written warnings
- Suspension from College activities or hostels
- Fines or restitution for damages
- Probation or mandatory counseling
- Expulsion in cases of serious or repeated misconduct

All disciplinary measures are overseen by the College Disciplinary Committee and approved by the Registrar and Provost.

6.9 Examination Malpractice

Any student found guilty of cheating, collusion, or other forms of examination misconduct will face strict penalties. Penalties include:

- Nullification of results

- Repeat of examination
- Academic probation
- Possible expulsion

Students are required to adhere strictly to examination regulations.

6.10 Appeals and Grievance Procedure

- Students have the right to appeal disciplinary decisions.
- Appeals must be submitted in writing to the College Appeals Committee within 14 days of the decision.
- The Appeals Committee reviews cases fairly and confidentially and issues a final decision.
- Grievances regarding academic, hostel, or administrative matters may also be submitted in writing and will be addressed promptly by the appropriate College authority.

CHAPTER SEVEN

7.0 STUDENT SUPPORT SERVICES

7.1 Library Services

The College Library provides comprehensive resources to support academic and research needs of students. Services include:

- Access to textbooks, journals, periodicals, and e-resources
- Reference and borrowing services
- Study spaces for individual and group work
- Training in information retrieval and research skills

Students are expected to handle library materials responsibly and comply with borrowing regulations.

7.2 ICT and Learning Resources

The College provides ICT facilities to enhance learning and research. Facilities include:

- Computer laboratories with internet access
- Projectors and e-learning tools
- Access to online journals, databases, and nursing resources
- Students are encouraged to integrate ICT into learning and assignments.

Misuse of ICT resources, including hacking or plagiarism, is strictly prohibited.

7.3 Health Services for Students

The College maintains a health unit/clinic to provide basic medical care and emergency services. Services include:

- First aid and treatment for minor illnesses
- Health education and awareness programs
- Referral to specialized hospitals as needed

All students are required to register with the Throneroom Hospital upon admission.

Students must adhere to health guidelines and medical protocols during training and clinical postings.

7.4 Guidance and Counselling Services

The College provides guidance and counselling services to support students' academic, personal, and emotional development. Services include:

- Academic advice
- Career guidance
- Personal and mental health counselling
- Conflict resolution and peer support

All consultations are confidential and aimed at fostering holistic development.

7.5 Students Welfare Services

The College ensures students' welfare is adequately catered for, including:

- Accommodation support for hostel residents
- Meal services
- Hygiene facilities
- Security and safety measures
- Financial advice and bursary assistance where applicable

Welfare services aim to create a safe, supportive, and conducive learning environment.

7.6 Sports and Recreational Activities

The College promotes physical fitness and wellness through organized sports and recreational activities. Facilities and programs include:

- Indoor and outdoor sports (football, basketball, volleyball, athletics)
- Cultural and recreational events
- Competitions and tournaments within and between classes

Participation fosters teamwork, discipline, and holistic development.

7.7 Religious and Spiritual Activities

As a faith-based institution, the College encourages students to participate in religious and spiritual growth activities. Programs include:

- Daily devotionals and prayer meetings
- Spiritual mentorship and guidance
- Faith-based seminars and retreats

Students are expected to uphold moral and ethical standards in line with the College's spiritual philosophy.

7.8 Students Associations/Union

The College does not permit fully secular unions but encourages faith-aligned student leadership structures. Leadership positions include:

- Class Captains
- Hostel Prefects
- Student Representatives on welfare matters

Responsibilities include:

- Representing students in academic and welfare matters
- Coordinating class and hostel activities
- Promoting discipline, cooperation, and College values

CHAPTER EIGHT

8.0 GRADUATION AND PROFESSIONAL LICENSING

8.1 Requirements for Graduation

To be eligible for graduation from Thronerom College of Nursing Sciences, students must:

- Successfully complete all academic courses and credit requirements for their programme (ND/HND).
- Fulfill all continuous assessments, semester examinations, practical, and clinical assessments.
- Complete all Supervised Clinical Work Experience (SCWE) and submit verified logbooks.
- Settle all financial obligations to the College.
- Comply with disciplinary and attendance requirements.
- All theoretical and practical courses
- Advanced clinical placements and SCWE
- Research projects or dissertations (HND requirement)

Successful students are awarded the National Diploma/Higher National Diploma (ND/HND) in Nursing, recognized by NBTE and NMCN.

8.2 Eligibility for Professional Examination

The professional examination in General Nursing is written in HND 1, Midwifery of Public Health Nursing is written in HND2 for professional licensure. Requirements include:

- Completion of all academic, clinical, and research components
- Submission of verified SCWE logbooks and reports
- Good moral and disciplinary record

8.3 Licensing by the Nursing and Midwifery Council of Nigeria (NMCN)

- Passing the NMCN professional examination is mandatory for all ND/HND Nursing graduates to obtain professional registration and license to practice.
- Licensed nurses are entitled to practice independently in hospitals, clinics, and community health services.
- They graduate with ND/HND Nursing, RN, RM and RPHN.
- The College provides guidance and support for professional registration and licensure procedures.

8.4 Career Opportunities

Graduates of ND/HND Nursing Programmes have diverse career opportunities, including:

- Hospital and Clinic Nursing – Staff nurse, charge nurse, nursing supervisor
- Community Health Nursing – Public health nurse, health educator, program coordinator
- Specialized Nursing – Maternal and child health, psychiatric nursing, critical care nursing
- Nursing Education and Administration – Tutors, lecturers, ward managers
- Research and Policy – Health researcher, epidemiologist, healthcare administrator
- Faith-Based Health Services – Working in mission hospitals and community outreach programs

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