	DENTAL COLLEGE HITEC – INSTITUTE OF MEDICAL SCIENCES
	DEPARTMENTAL SOP
	Admission Policy

1. PURPOSE


The policy has been formulated to streamline the admission process and also to acquaint the aspiring candidates with different steps and requirements of admission in Dental College HITEC-IMS.

2. SCOPE

The policy applies to admission of session 2024-25. It is applicable on all type of seats i.e. open merit, foreign category, W&R category and over & above seat.

3. RESPONSIBILITIES

Actor	Role / Responsibilities
Principal	<ul style="list-style-type: none"> Provisioning of required resources and monitoring to assure overall effective implementation of this procedure at all levels. review and approval of performance data / action items
Director Admin & Operations	<ul style="list-style-type: none"> Ensure that all formalities are completed on time. The required communication must be established and maintained among and with every member and every decision must be completely implemented on time.
Associate Prof. / HOD / Functional Teams	<ul style="list-style-type: none"> Ensure the overall standardized process is effectively implemented in true letter and spirit.
QA Team / DQR / Functional Team Members	<ul style="list-style-type: none"> Taking effective part in actual implementation of the procedures, systematic generation of relevant records and periodic reporting to the respective management.

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4. COMMITTEE

Admissions will be monitored by the Admission committee. Composition is as under:-

Member : Head of Student Affairs Department

5. ELIGIBILITY CRITERIA

- The criteria for merit formulation and admission has been finalized in the light of Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Regulations (amended) 2023: -

Affiliated / Administered Colleges (Private Sector)	
NUMS MDCAT	50%
F.Sc. Pre-Medical/HSSC/Equivalent.	40%
Matriculation/SSC/ Equivalent	10%

6. KEY POINT OF CENTRALIZED ADMISSION

- NUMS will advertise the centralized admission in MBBS/BDS for all Armed Forces administrated medical/dental colleges. Advertisement will be published in leading newspaper as well as on NUMS official website. Candidates will apply through online admission portal.
- NUMS admission office will carefully review all applications before display of merit lists.


7. PROCESS / POLICY DESCRIPTION

- Provisional merit list will be prepared and displayed on NUMS website for errors and omissions. No change/correction will be made after display of final list.
- College wise selection lists will be displayed on NUMS website as per candidates merit and preference given while submitting application.
- Selected candidates will submit Rs. 250,000/- to NUMS for provisional admission acceptance. The remaining fee and other dues must be paid by the candidate at the time of joining the college.**
- Second and subsequent selection lists will fill any vacancies through the upgradation process, which will be determined by candidates merit and preference. Upgradation list will be displayed on every consecutive 3 working days.

7.1 UPGRADATION

- Only the candidates selected in previous list, who have deposited prescribed fee will be considered for up-gradation process in the subsequent lists.
- Those who do not deposit fee when selected in the first list will not be considered for future upgradation.

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- The shift to college in higher preference on upgradation shall be compulsory and no exception will be taken under any circumstance.

7.2 FINAL SELECTION AND ADMISSION LIST

Final list of admitted candidates will be displayed on NUMS website and forwarded to college after completion of admissions.

7.3 JOINING OF CANDIDATES IN COLLEGE

- All candidate who have been selected in final list will report to respective college along with their original documents for verification.
- College will issue joining instructions to the selected candidates and challan of remaining dues with deadline of minimum three working days for payment.
- Failure to submit fee in the college after joining will result in cancellation of admission.
- College will forward list of candidates to the University who timely deposit balance fee/other charges for finalization of admission.
- **The College will also forward list of candidates to NUMS who do not deposit balance fee by due date for deletion of their names for further processing.**

7.4 FEE TRANSFER TO COLLEGE

NUMS will transfer the initial fees amount (Rs.250,000/- per candidate) to respective colleges once confirmation from college is received about finalization of their admission.


7.5 SELECTION OF CANDIDATES ON CATEGORY SEATS

- Open Merit
- Foreign Category
- W&R quota seat
- Or any other seat allocated by PM&DC/NUMS

7.6 REFUND PROCESS

- If a student secures admission in NUMS and later he/she gets selected in MBBS/BDS in another university/college (not affiliated/attached with NUMS) or withdraw admission in any other case, Refund will be given as follow :-
- Before joining to the college, amount (Rs. 250,000/-) deposited in NUMS will be refunded in full by University.
- After joining the college, the amount (Rs. 250,000/-) deposited in NUMS and fee paid in college will be refunded as per PM&DC/NUMS policy.

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7.7 PROCEDURE OF JOINING OF CANDIDATES IN RESPECTIVE COLLEGE

- Dental College HITEC-IMS will issue joining instructions and prescribed remaining fee challan to each provisionally selected candidate, with a due date of minimum three working days
- All admitted candidates will submit educational documents at the time of joining the Dental College HITEC-IMS along with attested copies of these documents.
- Dental College HITEC-IMS will send the list of candidates to NUMS (who have joined Dental College HITEC-IMS) after verifying the educational documents as per notified schedule by the NUMS.
- Dental College HITEC-IMS will submit the data to University through PM&DC Online Portal.
- After online submission of data through PM&DC online portal, Dental College HITEC-IMS will send the scanned copies of below mentioned documents via email in a prescribed manner :-
 - IBCC verified SSC result / O level / 10th grade equivalence
 - IBCC verified HSSC result / A level / 12th grade equivalence
 - Copy of domicile for candidates selected on FATA / Gilgit Baltistan subsidized category seat
 - Copy of UCAT / MDCAT result (in case of entrance test other than NUMS MDCAT)
 - Along with above mentioned documents, HITEC-IMS will also submit an undertaking duly signed by the Principal that they have verified educational & personal documents of the finally admitted students.
 - The university shall cancel any provisional admission where in the credentials of a student are not verified.
 - The university will download the college wise list from PM&DC Online portal and verify the uploaded data on PM&DC online portal by comparing it with the NUMS merit list and the document sent via email. Any disparity found may lead to cancellation of admission of the candidate.
 - University will contact the focal person only for any correction/clarification.

7.8 Mandatory Documents of Admitted Candidates

Dental College HITEC-IMS shall collect and verify the following documents from candidates selected on various categories at the time of admission:-

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7.9 OPEN MERIT SEAT / W&R QOUTA / OTHER QOUTA

- Passport size photograph
- Copy of Candidate's CNIC / NICOP I Passport
- Copy of Fathers CMC / NICOP Passport
- Domicile (where available)
- Original SSC Mark sheet & Certificate attested by IBCC
- Original HSSC Mark sheet & Certificate attested by IBCC
- Original Transcript / Certificates Of O A Level
- IBCC Equivalence for O-Level & A-Level
- Copy of MDCAT (NUMS) - 2024 Result
- Undertaking form (Specimen at Annexure-A)
- Nomination letter for quota seats (GHQ W&R and Other Quota seats where applicable)


7.10 FOREIGN SEAT

- Passport size photograph
- Copy of Candidate's CNIC / NICOP / Passport
- Copy of Father's CNIC / NICOP / Passport
- Original SSC mark sheet & Certificate attested by IBCC
- Original HSSC Mark Sheet & Certificate attested by IBCC
- Original transcript & Certificates of O-Level / 10th Grade
- IBCC Equivalence for O-Level / 10th Grade
- Original transcript & Certificates of A-Level / 12th Grade
- IBCC Equivalence for A-Level / 12th Grade
- Certificate from the institution last attended for intermediate education
- Copy of MDCAT (NUMS) — 2024 Result / Valid MCAT (USA) / Valid UCAT (UK) whichever is applicable)
- Undertaking form (Specimen at Annexure-A)

7.11 GENERAL INSTRUCTIONS

- There will be no request to claim for mutual transfer, status retention, or down gradation under any circumstances.
- If candidate admitted against Open Merit as well as category seat, he/she will avail only one seat by choice and let the other seat forgo, by submitting a written statement.

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- Whenever two or more than two candidates are bracketed , i.e..., they have exactly the same aggregate percentage after calculation, the tie shall be broken in following steps (in the same order):-
 - The one senior in age will be given preference.
 - The one having higher marks in **MDCAT** will be given preference.
 - The one with higher marks in **HSSC/equivalent 12th grade** examination will be given preference.

7.12 ADMISSION ON VACANT SEAT

- When already admitted in any public/private medical and dental college, candidate cannot claim admission through vacant seat policy of PM&DC to any NUMS affiliated/attached college.
- Candidate who is admitted in private sector dental college shall be eligible for admission on vacant seat in private sector medical college only.

8. Cancellation of admission:

- If any document/information provided by the candidate is found false/fake/ fabricated at any stage of BDS admissions and/or during the course of studies, the admission of the candidate shall be cancelled and he/she will be debarred from admission for a period of seven (07) years besides initiation of any action under the law including criminal proceedings against him/her.
- If the candidate is found medically unfit at any stage of BDS course, the admission of the candidate shall be cancelled on the recommendation of appropriate Medical Board to be constituted by the admitting University on case to case basis.
- If a candidate fails to report for admission and/or deposit the fee on due date, the admission of the candidate shall be cancelled.

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9. Fee Structure session 2023-2024

Particulars	Year 1	Year 2	Year 3	Year 4	Total for Program
*Tuition Fee	1,935,000/-	2,141,650/-	2,335,000/-	2,553,100/-	8,920,155/-
One Time Admission Fee (Non Refundable)	35,000/-	-	-	-	35,000/-
PMDC Registration Fee	10,000/-	-	-	-	10,000/-
University Registration Fee	10,000/-	-	-	-	10,000/-
Exam Fee	10,000/-	10,000/-	10,000/-	10,000/-	40,000/-
Total Fee	2,000,000/-	2,151,650/-	2,345,000/-	2,563,100/-	9,015,155/-

Foreign Students Fee

Particulars	Year 1	Year 2	Year 3	Year 4	Total for Program
Tuition Fee In Dollars	10,000/-	10,000/-	10,000/-	10,000/-	40,000/-

Note:


- Tax, if applicable will be charged as per the policy of Government of Pakistan.
- Refund of fee will be provided as per the rules of PM&DC.

Hostel Charges.

- Hostel facility will be charged @ Rs.40,000/- to 50,000/- per month including messing and laundry charges.(charges may vary depending on inflation)

Transport Charges

- Rs 17,000/- to 25,000/- will be charged from students availing College transport facility

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Anx-A

NATIONAL UNIVERSITY OF MEDICAL SCIENCES, Islamabad
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Admission First Year BDS Session 2024-25

UNDERTAKING

(To be furnished on a judicial paper duly attested by the Notary Public/Oath Commissioner)

- I _____ S/D/O _____ Holding CNIC / Form B # _____, do hereby solemnly declare and undertake that I
- I agree that submission of this Application Form does not confer any right on me in respect of selection for admission, which shall only be granted on merit.
- I understand that once I have submitted my preference for programs / colleges, they are considered final and cannot be modified. This information will remain unchanged and will be utilized throughout the admission selection process for the first year BDS program for the present academic year.
- If selected, I will deposit Rs. 250,000/- to NUMS to confirm my provisional admission. Failure to submit the required fee by the specified deadline will result in the automatic cancellation of my selection and any further upgradation process.
- I also acknowledge that option for upgradation will remain available only if I deposit the required college fee and other dues by due date, in the designated college when directed. Failure to do so will result in cancellation of admission.
- In case of upgradation (in subsequent merit lists) to the college ranked higher in my preference, I consent to mandatory relocation to that college. I understand that no exceptions will be granted under any circumstance.
- I understand that in case of failure to join the college or deposit fee by due date, my admission shall stand cancelled automatically.
- I shall disclosure NUMS if I have already secured admission to any other public/private medical/dental college at the time of present admission offer. Likewise, I will promptly notify NUMS for refund if I secure admission to any public or private medical or dental college. I understand that holding seats in more than one college will result in the cancellation of all admissions.
- When already admitted in any public/private medical and dental college, I shall not claim admission through vacant seat policy of PM&DC to any NUMS affiliated/attached college.
- In case of getting nomination on special category seat, I shall notify NUMS promptly to cancel admission from open merit seat.

Station: _____

Applicant's Name: _____

Date: _____

Signature: _____

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