## 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 2025-26. 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** | • Provisioning of required resources and monitoring to assure overall effective implementation of this procedure at all levels.<br>• review and approval of performance data / action items |
| **Director Admin & Operations** | • 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** | • Ensure the overall standardized process is effectively implemented in true letter and spirit. |
| **QA Team / DQR / Functional Team Members** | • Taking effective part in actual implementation of the procedures, systematic generation of relevant records and periodic reporting to the respective management. |

## 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): -

| Affiliated / Administered Colleges (Private Sector)<br>Weightage Formula for Admission | |
|---|---|
| NUMS MDCAT | 50% |
| F.Sc. Pre-Medical/HSSC/Equivalent. | 40% |
| Matriculation/SSC/ Equivalent | 10% |

## 6. KEY POINT OF CENTERALIZED 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.
- In order to secure admission, candidates selected on open merit & under foreign category must pay the prescribed fee to NUMS as an **admission confirmation fee** to secure their admission.
- Selected candidates shall be given **the due time** to deposit the prescribed fee to NUMS. After depositing the admission confirmation fee to NUMS, the candidate must submit the remaining dues, in contact with the dental college for admission finalization, by or before **the due date of fee voucher** from the dental college.

## 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.
- Candidates who do not complete fee payment at both NUMS and the affiliated college, or who pay at only one of the two, will be considered **ineligible** for the upgradation process.
- 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.

### 7.7 PROCEDURE OF JOINING OF CANDIDATES IN RESPACTIVE 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 / 0 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 form candidates selected on various categories at the time of admission:-

### 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

**For foreign students in addition to documents mentioned at para 7.9 following documents are also required.**

- Original transcript & Certificates of 0-Level / 10$^{th}$ Grade
- IBCC Equivalence for 0-Level / 10$^{th}$ Grade
- Original transcript & Certificates of A-Level / 12$^{th}$ 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)

### 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.
- 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 12$^{th}$ 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.

**9. Fee Structure session 2025-2026**

| Particulars | Year 1 | Year 2 | Year 3 | Year 4 | Total for Program |
|---|---|---|---|---|---|
| *Tuition Fee | 2,023,000/- | 2,171,000/- | 2,371,000/- | 2,570,000/- | 9,135,000/- |
| One Time Admission Fee (Non Refundable) | 42,000/- | - | - | - | 42,000/- |
| PMDC Registration Fee | 15,000/- | - | - | - | 15,000/- |
| University Registration Fee | 10,000/- | - | - | - | 10,000/- |
| Exam Fee | 10,000/- | 10,000/- | 10,000/- | 10,000/- | 40,000/- |
| Total Fee | 2,100,000/- | 2,181,000/- | 2,381,000/- | 2,580,000/- | 9,242,000/- |

**Foreign/Dual National/Overseas Students**

| | |
|---|---|
| Tuition fee excluding hostel fee, messing, utility bills and transport | **US $11,000/ Per Annum** |

**Optional Fee and Charges**

| | |
|---|---|
| Hostel Charges/Month (including messing & laundry charges) | Rs. 40,000 to 50,000 (may vary depending on inflation) |
| Transport Charges | Rs. 17,000/- to 22,000/- (may vary depending on inflation) |

**Note:**

- Tax if applicable will be charged as per the policy of the government policy of Pakistan
- Refund of fee will be provided as per the rules of PM&DC/NUMS

Anx-A

NATIONAL UNIVERSITY OF MEDICAL SCIENCES, Islamabad

**Admission First Year BDS Session 2024-25**

**UNDERTAKING**

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

1. I_____ S/D/O _____ Holding CNIC / Form B #_____, do hereby solemnly declare and undertake that I
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. I understand that in case of failure to join the college or deposit fee by due date, my admission shall stand cancelled automatically.
8. 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.
9. 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.
10. 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:_____