	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP for Admission BDS Students</h2>		
	DOCUMENT #: SA-SOP-01	ISSUE # 01	ISSUE DATE: 15-11-2022

Aim:

The aim of this policy is to lay down parameters for admission process in the College.

Responsibility:

Admissions of the students will be carried out under Admission Committee and by the Student Affairs Department.

Committee:


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

Admission Committee	
President	Vice Principal
Member	Head Of Student Affairs Department <ul style="list-style-type: none"> • Computer Operator • File Manager DD Adm & Ops

Committee will implement all the policies related to admission issued by PMC/NUMS.

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) 2022: -

	<h1 style="margin: 0;">Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2 style="margin: 0;">SOP for Admission BDS Students</h2>		
	DOCUMENT #: SA-SOP-01	ISSUE # 01	ISSUE DATE: 15-11-2022


2. Weightage Formula, Merit List Policy

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

- b. Passing National MDCAT with 45% marks shall be mandatory for admission in NUMS colleges as per PMC regulations 2022.
- c. Obtained an HSSC/FSc Pre-Medical, A Level or an equivalent 12th-grade qualification recognized in Pakistan having obtained more than sixty percent (60%) marks therein, or a higher percentage as may be notified by the Medical and Dental Council.
- d. Candidates having foreign qualification, O/A Level etc. shall have experience certificate issued by IBCC at the time of admission.
- e. Qualifying a psychological test is mandatory, however, merit will be based on subject-based MCQs.

Actions at NUMS Level:

Admission will be carried out by the university i.e. NUMS. All desiring students will apply to NUMS. NUMS will forward list of admitted students to the College.


	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP for Admission BDS Students</h2>		
	DOCUMENT #: SA-SOP-01	ISSUE # 01	ISSUE DATE: 15-11-2022

ADMISSION PROCESS AT DENTAL COLLEGE HITEC


- NUMS will display Merit list on NUMS Portal and on NUMS website.
- College will display Merit list on its Website.
- On receipt of merit list from NUMS, Student Affairs Department will share the list of students with Finance department.
- Student affair will contact the candidates in order of merit & proper record of email, WhatsApp, Telephone calls and text messages will be maintained.
- Student affair department will send list of willing candidates to finance department for preparation of fee vouchers.
- Fee voucher will be then sent to candidates by student affair department.
- All the students who have accepted the admission will pay the fee in any Askari Branch (College Account) and will report to Head of Student Affairs Department with copy of Submitted voucher.
- After the fee is paid student will be issued confirmation letter by Student affair department.
- Head of Student Affairs Department will update NUMS about the confirmed Students on the NUMS portal as well as to NUMS Admission Department via email as well photo copies.

Documents to be provided after fee submission:-

1. Recent Photograph (with blue background, 1x1 inch) : (Four Copies)
2. Recent Photograph (with blue background, Passport size) : (Twelve Copies)
3. Character Certificate : (One Copy)
4. SSC / O – Level : (Six Copies)
5. HSSC / A – Level : (Six Copies)
6. Equivalent Certificate form IBCC for O/A Level : (Six Copies)

	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP for Admission BDS Students</h2>		
	DOCUMENT #: SA-SOP-01	ISSUE # 01	ISSUE DATE: 15-11-2022

7. Student's NIC / B Form : (Six Copies)
 8. Domicile : (Two Copies)
 9. Parent's / Guardian's NIC : (Six Copies)
 10. NUMS-MDCAT and Aptitude Test
 11. NOC for other Board / University and Undertaking on : Original Stamp Paper submitted after the admission
- Verification of document of final admitted candidates will be carried out by the Computer Operator of Student Affairs Department College.
 - Head of Student Affairs Department must update the status of student's acceptance and rejection of admission on online portal along with evidence in the form of email and sms to NUMS.


	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP for Admission BDS Students</h2>		
	DOCUMENT #: SA-SOP-01	ISSUE # 01	ISSUE DATE: 15-11-2022

Fee Charges:

Pakistani/ Overseas Pakistani/ Dual National Students

Foreign Students

Particulars	Year 1	Year 2	Year 3	Year 4	Total for Program
*Tuition Fee	1,350,000/-	1,417,500/-	1,488,375/-	1,562,793/-	4,468,668/-
One Time Admission Fee (Non Refundable)	27,000/-	-	-	-	27,000/-
Refundable Security Deposit	25,000/-	-	-	-	25,000/-
PMC Registration Fee	5,000/-	-	-	-	5,000/-
University Enrollment Fee (5.5% of annual tuition fee)	74,250/-	77,962/-	81,860/-	85,953/-	234,072/-
University Registration Fee	10,000/-	-	-	-	10,000/-
Total Fee	1,491,250/-	1,495,462/-	1,570,235/-	1,648,746/-	6,205,693/-

	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP for Admission BDS Students</h2>		
	DOCUMENT #: SA-SOP-01	ISSUE # 01	ISSUE DATE: 15-11-2022

Foreign Student Fee

Particulars	Year 1	Year 2	Year 3	Year 4	Total for Program
Tuition Fee In Dollars	18,000/- \$	18,000/- \$	18,000/- \$	18,000/- \$	72,000/- \$

Note:

1. Tax will be charged as per the policy of Government of Pakistan.
 2. Refund of fee will be applied as per the rules of PMC.
- **Hostel Charges**
 1. Hostel facility is available for male and female students on first come first serve basis.
 2. Hostel facility is charged @ Rs. 30,000/- to 40,000/- per month including messing and laundry charges.
 - **Transport Charges**
 1. The transport facility will be charged to students in accordance as per the transport routes and number of occupants in the van/coaster.
 2. Fee structure may be revised in accordance with prevailing rules and regulation at that time.

Cancellation of admission:

- a. 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.
- b. 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.
- c. If a candidate fails to report for admission and/or deposit the fee on due date, the admission of the candidate shall be cancelled.



Dental College HITEC-Institute of Medical Sciences

SOP for Admission BDS Students

DOCUMENT #: SA-SOP-01

ISSUE # 01

ISSUE DATE: 15-11-2022