
	<h1>Dental College HITEC-Institute of Medical Sciences</h1>		
	<h2>SOP Instruction &amp; Guideline for Admission</h2>		
	<b>DOCUMENT #: SA-SOP-17</b>	<b>ISSUE # 01</b>	<b>ISSUE DATE: 01-12-2022</b>

- NUMS will display Merit list on Portal of college and on NUMS website.
- College must display Merit list on its Website and notice board.
- On receipt of merit list from NUMS, Student Affairs section will share the list of students with Finance department.
- Admission Offer letter will be sent by Student Affairs Department through email and students will be contacted on phone call and sms to confirm acceptance or rejection Student Affairs Department.
- All the necessary action taken by Student Affairs Department in contacting students via sms, phone call, and email will be recorded and maintained in register.
- All the students who have accepted the admission will pay the fee or any Askari branch and will report to Student Affairs Department with copy of submitted voucher.
- Fee will be collected in lumpsum and no installment will be allowed.
- Student Affairs Department will update NUMS of about the confirmed students on the NUMS portal as well as to NUMS admission department via email.
- Confirmed students will provide the following documents to initiate their enrollment process.
- Verification of document of final admitted candidates will be carried out by college.
- College 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.
- College can fill the vacant seats within the 14 days of provided 60 days of closure of admission according to Merit list provided by NUMS.

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- College must notify admission on vacant seats within 7 days of the end of 60 day period to PMC through University.
- Students who want migration can apply on vacant seat available in college on merit basis within 30 days of closure of admission.
- College must reimburse the fee of migrating students within 14 days of transfer. Admission fee will be nonrefundable.
- College will notify the transfer of students to PMC through University within 3 days of transfer of student.
- Refund cases, should be informed to NUMS.
- Final list of admitted students should be displayed on college website and should be sent to NUMS.
- Representative of Student Affairs Department will visit NUMS with final list and original documents of students for verification.