	<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

1. **Aim:**

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

2. **Responsibility:**

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

3. **Committee:**

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

President:-

Vice Principal

Members:-

Head Of Student Affairs Department


DD Adm & Ops

Committee will implement all the policies related to admission issued by PMDC and NUMS.

4. **Eligibility Criteria:**

- 1) 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: -

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


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5. Aggregate Calculation

- a. Weightage formula, will be as under:-
- b. Obtained an HSSC/FSc Pre-Medical, A Level or an equivalent 12th-grade qualification recognized in Pakistan having obtained minimum of sixty percent (60%) marks therein.
- c. Passing NUMS MDCAT with 45% marks shall be mandatory for admission in BDS program.
- d. Candidates having foreign qualification, O/A Level etc. shall have equivalence certificate issued by IBCC at the time of admission.

6. ADMISSION PROCESS AT DENTAL COLLEGE HITEC-IMS


- a) All the candidates to obtain admission in NUMS affiliated colleges will apply to NUMS.
- b) NUMS will forward merit list to the college.
- c) On receipt of merit list from NUMS Dental College HITEC-IMS will display merit list on college website.
- d) Student Affairs Department will contact the candidates in order of merit through email and telephone calls.
- e) Candidates not responding through email will be contacted through telephone calls. In case phone call is also not attended then “sms” will be sent to the candidates.
- f) Proper record of email, whatsApp, telephone calls and text messages will be maintained.
- g) After getting willingness of the candidates for admission, fee voucher will be issued through email.

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- h) Proper record of email, whatsapp, telephone calls and text messages will be maintained.
- i) All the candidates who have accepted the admission will pay the fee in any Askari Branch (College Account) and will inform the college through whatsapp or email.
- j) After payment of fee, student affairs department will issue joining instructions and confirmation letter to the candidates.
- k) Student Affairs Department will update NUMS about the admitted Students on NUMS portal and will also forward email to the NUMS admission cell.
- l) PMDC will also be intimated by uploading the list of admitted candidates on PMDC portal.

7. **Documents to be provided after fee submission:-**

- a) Recent Photograph (with blue background, 1x1 inch) : (20)
- b) Recent Photograph (with blue background, Passport size) : (20)
- c) SSC / O – Level: (Six Copies)
- d) HSSC / A – Level: (Six Copies)
- e) Equivalence Certificate from IBCC for O/A Level: (Six Copies)
- f) Student’s NIC / B Form: (Ten Copies)
- g) Domicile: (Six Copies)
- h) Parent’s / Guardian’s NIC: (Ten Copies)
- i) NUMS-MDCAT and Aptitude Test
- j) NOC for other Board / University and Undertaking on: Original Stamp Paper submitted after the admission
- k) Verification of document of final admitted candidates will be carried out by the Student Affairs Department.

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- l) 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.
8. **Registration of Students**
 Registration of students will be carried process. All the required documents will be submitted to PMDC and NUMS as per procedure in vogue.
9. **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.