

JOINING INSTRUCTIONS 1ST YEAR MBBS (5TH MBBS BATCH)

HITEC – IMS

1. Congratulations on becoming a part of HITEC – IMS. We, all faculty and staff welcome you and wish you the best of luck in your future endeavor.
2. You (girls & boys opted for hostel) are required to report to HITEC-IMS Medical College on **Sunday 7th March 2021 at 1000 hrs.**
3. You are required to **bring under mentioned documents on 7th March 2021** for verification and their deposition with our Student's Affair Department.
 - a. SSC / "O" level certificate & Detailed Marks Certificate (DMC) (Original plus six (6) photocopies)
 - b. HSSC / "A" level Certificate Detailed Marks Certificate (DMC) (Original plus six (6) photocopies)
 - c. NUMS Entry Test Result Card (Six (6) Copies)
 - d. Domicile (Original plus six (6) photocopies)
 - e. B-Form / CNIC (Original plus six (6) photocopies)
 - f. Photocopy of Father's CNIC (6 x photocopies)
 - g. Photographs
 - i. (Passport size) (12)
 - ii. (1" x 1") (04)
 - iii. (3 x 3 cm) (06)
 - h. All photocopies / photographs are required **without attestation.**
 - i. COVID-19 Test Report from authentic Laboratory of **5th / 6th March, 2021.**
 - j. Wealth statement of either parents / guardian, equivalent to five years tuition fee, IT Return of either parent / guardian.
 - k. Original Deposited Fee vouchers (Student Affairs and Finance copies).

- l. Insurance is optional, however if you desire insurance representatives will be present at reception.

(i)	Mr Rizwan Shirjeel	EFU Life Assurance Ltd	0331-9708091
(ii)	Mr Ghulam Murtaza	Jubilee Life Insurance	0332-4234565
(iii)	Mr Muhammad Shahzad Khalil	Pak-Qatar Family Takaful	0314-5796183

- m. "Application Form for Issue of Security Pass" (copy attached) duly completed and verified by SHO Local Police Station. Verification must be done **as per the permanent address on CNIC.**
- n. 2 x under takings and 1 x Surety Bond on judicial papers of Rs 100/- each, countersigned by Oath Commissioner (Specimen form attached).
- o. Providing fake Documents is liable to lose the seat and liable to be punished as per law.

4. Day scholars (students from Wah / Taxila / Rawalpindi / Islamabad) will report on 8th March, 2021 at 8 AM (0800 hours) at own arrangements.

5. Your orientation / classes will start from **8th March 2021** onwards.
6. You will be allotted **rooms in hostel** after completion of documentation process.
7. You are required to bring the following necessary items of daily use. **(those who opted the hostel facility):-**

- a. Two White bed sheets with two White pillow covers

- b. Quilt/ blankets
- c. Table lamp along with extension leads.
- d. Shampoo and soap
- e. Surgical masks, Hand sanitizer, Hand wash
- f. Two towels
- g. One pair of bathroom slippers
- h. Black shoes and requisite black socks
- i. Mosquito repellent

8. Hostel dues will be deposited on arrival. The monthly charges are Rs. 20000/- (Rupees twenty thousands). You are required to deposit Rs. 40000/- security, in total Rs. 60000/- (Rupees sixty thousands).

9. For those who intends to avail transport facility (pick & drop) from Rawalpindi / Wah / Taxila / Islamabad, those who have not intimated earlier, must inform us immediately separately through return email (specimen form attached).

10. **Uniform:-**

- a. **Female students:** A measurement form is attached showing different measurements from our female tailor. Please fill this form according to your size and contact the tailor on number provided on the form for sending the filled form and rates. Your uniforms will be ready on your arrival in college (tailor Gul Jabeen 0313-5472622). Alteration will be free of cost.
- b. **Male students:** Readymade uniforms for male students will be available in college Book shop in different sizes which can be purchased on arrival.

11. On arrival students are directed to wear modest dress acceptable in our cultural norms. Girls to wear Shalwar Qameez with Dupatta and boys to wear Dress Pants with Dress Shirts / T-shirts **(Tights, jeans, joggers and heel shoes are not allowed)**.

12. All necessary books are available at stationary shop at HITEC-IMS.

13. Three banks (National Bank, Askari Commercial Bank and United Bank Limited) are available in the close proximity of HITEC-IMS.

14. How to approach HITEC-Institute of Medical Sciences, Taxila. Our location on google map is <https://goo.gl/maps/RBTvoUqPcWyg7jim9>.

15. **Route from Rawalpindi:-**

GT Road- Tarnol - Sangjani Toll Plaza-Multi Gardens B-17 - Taxila By Pass (Khan Pur Road)- Railway Crossing – Khanpur Road – HITEC University- PSO Petrol Pump (Left side of the road)-Gate-5 of HIT (right side) - **Inside HIT** - National Bank – Askari Bank – Round square, Left turn – HITEC Medical College

16. **Route from Peshawar:-**

Taxila under pass – Timber Market Chowk – Railway Crossing – Turn left – PSO Pump – Gate-5 of HIT on your right side - **Inside HIT** - National Bank – Askari Bank – Round square, Left turn – HITEC Medical College.

17. **Father / guardian must be in possession of Original CNIC for entering from Gate-5 – HIT.**

18. Any student who has already forwarded hostel & transport request may ignore this and rest of the students must submit by today evening (via return email).

HIT-SECURITY WING**APPLICATION FORM FOR ISSUE OF SECURITY PASS**Photograph
Size 1x1

(ALLIED DEPTTS)

1.	Pers No	NA
2.	Rank	MBBS Student HITEC-IMS
3.	Name	
4.	Father Name	
5.	Cell No.	
6.	Appointment	MBBS Student HITEC-IMS
7.	BPS	NA
8.	Date of birth	
9.	Blood Gp	
10.	Height	
11.	Identification mark	
12.	Attested copy of CNIC	
13.	3 x Latest photographs (size 1"x 1")	
14.	Purpose for pass	For in / out from HIT Gate No. 5
15.	Department / Institution	HITEC – IMS, HIT, Taxila Cantt
16.	Present Address	H/no. _____ Vill/Moh/Town. _____ Teh. _____ Distt. _____
17.	Perm Address	H/no. _____ Vill/Moh/Town. _____ Teh. _____ Distt. _____

18. Attestation by Numberdar / Nazim of Areas (Non Residents Only)

This is to certify that Mr/Mrs/Miss. _____ Father's Name _____ is well known to me. He/She bears good moral character and reputation in area and resides at above mentioned given address.

Name of Numberdar / Nazim _____

CNIC No. _____

Signature. _____

(with office stamp)

19. Verification by Local Police

This is certify that Mr/Mrs/Miss. _____ S/O _____ Bears good character, reputation in vicinity and has no adverse / criminal record in this police station.

Signature. _____ (with office stamp)

CNIC No. _____

CERTIFICATE BY INDIVIDUAL

It is to certify that the above information give by me, are true and correct to the best of my belief and knowledge, if anything is found against, I shall be held responsible for necessary action.

Signature of Indl. _____

Date. _____

Recommended / Not Recommended
(Head of Deptt/Institution)

No. _____ Rank. _____

Name. _____

Apptt. _____

Proj/Dept. _____

Signature. _____

APPROVED / NOT APPROVED
(FOR SECURITY WING OFFICE USE ONLY)

MEDICAL CERTIFICATE
(TO WHOM IT MAY CONCERN)

Certified that I have examined Mr / Miss _____
son / daughter of Mr _____, CNIC / B Form
No _____ who is being student and found him / her physically
and mentally **FIT / UNFIT** to undergo medical studies.

It is also certified that he / she is vaccinated against Hepatitis B and is not
suffering from any communicable disease.

Dated: _____ 2021

Signature of Medical Specialist

Stamp with Name

APPLICATION FOR HOSTEL - HITEC-IMS, TAXILA CANTT

1.	Name of Student	
2.	Gender (Male / Female)	
3.	CNIC No.	
4.	Father Name	
5.	Father CNIC No	
6.	Cell No. of Student`	
7.	Cell/ Landline no of Father	
8.	Home Address (Present)	
9.	Home Address (Permanent)	
10.	Names of 4 person with relationship who can meet with the student at hostel	Name _____ Relationship _____ CNIC No. _____
		Name _____ Relationship _____ CNIC No. _____
		Name _____ Relationship _____ CNIC No. _____
		Name _____ Relationship _____ CNIC No. _____

Signature/ Name of Student

Signature/ name of Father/ guardian

Note (will not be written on application) :

- Limited seats of hostel are available and final authority lies with HITEC-IMS.
- Hostel facility is not available for Wah / Taxila / Rawalpindi and Islamabad students.
- Hostel charges are Rs. 20,000/- per month and will be deducted on annual basis. Laundry, messing and transport charges from hostel to college are included in it.
- Rs. 40,000/- will be charged as Security (refundable) at time of admission.
- Failing to pay hostel dues within given period will cause his / her expulsion from hostel.
- Hostel rules are mandatory for all students who are availing hostel facility.

SURETY BOND

(HITEC – IMS STUDENTS)

Know all men by these present that I, (Name of the Student S/D/O _____
(hereinafter called the **student**) and Mr _____ (Surety No 1) and Mr.
_____ (Surety No 2) (hereinafter called the sureties) do hereby bind
ourselves and each of us and heirs, executors and administration to abide by the terms
and conditions of HITEC - IMS after having been selected against “ Open merit / Foreign
Quota) seat” as student at HITEC-Institute of Medical Sciences, Taxila.

During studies, the trainee shall abide by the Institute’s discipline and rules,
regulations and standing orders / procedures concerned and pay all expenses in due
time. Any violations of these will make the trainee liable to expulsion from the HITEC
Institute of Medical Sciences, Taxila, which shall be without right of appeal in any court of
law. During studies, if trainee is expelled by the Institute on any ground, or deliberately
fails and does not study, trainee will lose his seat in the HITEC Institute of Medical
Sciences, Taxila and will not be allowed to continue studies in any of the Medical & Dental
institutions, throughout Pakistan.

The Student will abstain from any political or sectarian activity during his / her
tenure of studies at HITEC Institute of Medical Sciences, Taxila. Student, if found guilty
of an act which is forbidden by HITEC Institute of Medical Sciences, Taxila authorities
including cheating, drinking alcohol, taking drugs, any act of sexual harassment etc, will
be liable to expulsion from the Institute.

HITEC Institute of Medical Sciences, Taxila authorities reserve the right to plan /
issue extended schedule of classes / exams during any part of the day, on as required
basis.

Name & Sign of the Student

Surety No: 1 (Father/Guardian)

Signatures _____
Name _____
CNIC No: _____

Surety No: 2

Signatures _____
Name _____
CNIC No: _____

Note: This bond will invariably be attested by Oath Commissioner/Notary Public.

AFFADAVIT

1. I, (Name of Student) confirm that I am not part of any political party and during my stay in HITEC-IMS, I will not participate in any political / mass congregations' activity.
2. I know fully well that I will not be allowed to enter HIT after college timings and on week-ends except if there is any requirement from college.
3. I am fully aware that I am not allowed to exit the college premises without prior permission from my Head of Department.
4. I am aware that I am not allowed to take pictures inside HIT.
5. I assure that I will not use any foul language or misbehave with any teacher / student / staff.
6. Due to any issue / complaint from security/intelligence agencies regarding myself, I will not object any action including expulsion from the college.
7. I assure that I will not involve myself in any sectarian issue.
8. I assure that I will not indulge in any immoral activity.
9. I assure that I will abide by all the rules and regulations of HITEC–IMS, HIT, Taxila.
10. I am fully cognizant that I shall be liable to disciplinary action, if I am found involved in any undesired activity.

11. I am fully cognizant of the rule that if fee is not paid in advance, every year, I will be liable to suspension / with drawl from the college **and that re-admission will only be possible once college dues are paid along with Admission fee of Rs 50,000/-.**

Name of the Student

Mobile Number:

Dated:

Name of Father/ Guardian

Complete address

Mobile & PTCL Number

Dated:

AFFADAVIT

I, (**Father/ guardian Name**) whose son/ daughter _____ (student), is being admitted in 1st year MBBS Class (Session 2020-21) in HITEC - Institute of Medical Sciences, Taxila Cantt do hereby agree that if any increase in tuition fee is notified by the PMC for the current academic year (2020-21) or thereafter, I will be liable to pay the increased amount of tuition fee, in excess of the existing tuition fee.

Further, I agree that I have been fully briefed by the college administration of the financial rules and policies regarding payment of college dues. I assure the college administration that I will not ask for any concessions and will pay the complete dues well within the stipulated time period, every year.

Name & Sign of Father/ Guardian)
Complete Address
CNIC No:
Mobile Number
Dated:

REQUEST OF TRANSPORT (PICK & DROP) FACILITY

ISLAMABAD / RAWALPINDI

HITEC-IMS, TAXILA CANTT

1.	Name of Student	
2.	CNIC No.	
3.	Father Name	
4.	Father CNIC No	
5.	Cell No. of Student`	
6.	Cell/ Landline no of Father	
7.	Home Address Present	
8.	Nearest Pick & Drop Point	

Signature/ Name of Student

Signature/ name of Father/ guardian
Mobile No.

INSTRUCTIONS:

- We have hired Air Conditioned HIACES for transport facility.
- Transport facility is not for door to door. Student will be picked / drop from his / her nearest pick / drop point.
- Transport charges will be on monthly basis.
- Failing to pay transport charges within given period will cause his / her withdrawal of transport facility.
- Penalty will be imposed on late deposition of transport charges.

HITEC-IMS

Name: _____

Contact: _____

Designation: _____

	Small	Medium	Large
Length	39	42	43
Arms	21-7	22	23
Shoulder	14	14 ½	15
Chest	19	20	22
West	17	18	20 ½
Hips	20	22	23
Trouser Length	37	39	41

Other Queries:

Gul Jabeen
0313-5472622

