

JOINING INSTRUCTION FOR MBBS STUDENTS

1. You are required to bring under mentioned documents when called for verification and their deposition with our Student Affairs Department.

- a. SSC / "O" level certificate & certificate of equivalence / Detailed Marks Certificate (DMC) **(Original & six (6) photocopies)**
- b. HSSC / "A" level Certificate & certificate of equivalence / Detailed Marks Certificate (DMC) **(Original & six (6) photocopies)**
- c. Domicile **(Original & six (6) photocopies)**
- d. **NUMS MDCAT** Test Result **(Six (6) copies)**
- e. **PMC MDCAT** Test Result **(Six (6) copies) - Only for Foreign Students**
- f. CNIC / B-Form **(Ten (10) photocopies)**
- g. Photocopy of Father's CNIC **(Ten (10) photocopies)**
- h. Photographs with blue background:-
 - i. (Passport size) **(Twenty (20) photographs)**
 - ii. (1" x 1") **(Twenty (20) photographs)**
- i. **All photocopies / photographs are required without attestation.**
- j. **COVID-19 Vaccination Certificate** issued by NADRA.
- k. Certificate of the guardian from court in case father is deceased (on stamp paper).
- l. **Wealth statement** of either parents / guardian.
- m. Income Tax Return of father / guardian.
- n. Original Deposited Fee vouchers (Student Affairs and Finance copies).
- o. "Application Form **(HIT SECURITY WING)** 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**. Attestation by Numberdar / Nazim of Area is not required.
- p. 3 x under takings and 1 x Surety Bond on plain paper jointly in the names of the candidates and father / guardian. (Specimen form attached). **All undertakings should be given on Plain Paper (size A4).**
- q. Documents shall be deposited within seven (07) Days, after depositing the Fee (excluding Saturday / Sunday).
- r. Providing fake Documents is liable to lose the seat and liable to be punished as per law.

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t. Main Branches of Askari Bank (in major cities) are open on Saturday, Timing: 09:00 AM – 11:30 AM **(list Available on our Official website).**

2. If you **wish to avail the hostel / transport facility** then you should contact us forthwith (through email, telephone) and **fill the hostel or transport request form** available in joining instructions and send it to HITEC-IMS (Medical College) immediately **through email**, so that the administration can suitably meet the requirements of your opted status. Hostel accommodation will be provided on availability of rooms and **will not be provided to the students from Wah Cantt / Taxila / Rawalpindi and Islamabad.**

3. Private Boys Hostels are available at the distance of 500 to 700 meters from HITEC-IMS (Medical College). You can coordinate with them on the following numbers :-

Ser	Hostel Name	Manager Name	Contact Number
1.	Niazi Hostel	Engr. Mudassir	0302-7995907
2.	Fazle Abbas	Zulfiqar Shah	0312-9380225
3.	Ghosia Manzil	Muhammad Arif	0304-9153528
4.	Bilal Hostel	Babar	0300-5285621
5.	Shani Hostel	Zeeshan	0333-5541339 / 0312-4537125
6.	Fazle Rahim	Naeem	0333-5717835
7.	Ghandhara Hostel	Tahir Nazeer	0313-5368482
8.	Comfort In Hostel	Zameer Shah	0310-1575134
9.	Madina Hostel	Umer Rasheed	0335-7492143
10.	Tahir Hostel	M. Nazeer	0340-4594486

4. 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

5. Hostel dues will be deposited on arrival. The **monthly** charges are

Rs. 32000/- (Rupees thirty two thousands). You are required to deposit **Rs. 64000/-** Security, intotal **Rs. 96000/-** (Rupees ninety six thousands).

6. For those who intends to avail transport facility (pick & drop) from Rawalpindi / Wah / Taxila / Islamabad, must inform us immediately separately through return email (specimen form attached).

7. **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.** Cost of each uniform is **Rs. 3000/- including dopatta.**

b. **Male students:** Readymade uniforms for male students will be **available in college Book Shop** in different sizes which can be purchased on arrival.

8. For first two weeks there will be no restriction on uniform but 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).**

9. MBBS programme all necessary books are available at stationary shop of HITEC-IMS (Medical College (Mr Rizwan 0311-5007749).

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

11. How to approach HITEC-Institute of Medical Sciences, Taxila. Our location on google map is <https://goo.gl/maps/RBTvoUqPcWvq7jim9>.

12. **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 – HIT Hosp - HITEC Medical College gate.

13. **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 – HIT Hosp - HITEC Medical College gate.

14. **Father / guardian must be in possession of Original CNIC for entering from Gate-5 – HIT. Remember, weapons are not allowed inside HIT premises.**

15. In all forms name of the student, father / guardian name shall be written in **BLOCK CAPITAL LETTER.**

16. **COMMENCEMENT OF CLASSES:** Classes for MBBS Batch 7 will start w.e.f 16th January, 2023 (Monday).

17. Girls Students who opted the Hostel facility, shall report on January 13th or 14th, 2023, in Margalla Hostel, so they should be well settled before start of the classes. Fee Deposition for Hostilities would be as para (5) of Joining Instructions.

FEE STRUCTURE FOR 1ST YEAR MBBS STUDENT – 2022-23

a. For Open Merit:-

Details	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total for program
*Tuition Fee	1,350,000	1,417,500	1,488,375	1,562,793	1,640,933	7,459,601
One Time Admission Fee (Non Refundable)	27,000	0	0	0	0	27,000
Refundable Security Deposit	25,000	0	0	0	0	25,000
PMC Registration Fee	5,000	0	0	0	0	5,000
University Enrollment Fee (5.5% of annual tuition fee)	74,250	77,962	81,860	85,953	90,251	410,276
University Registration Fee	10,000	0	0	0	0	10,000
Total Fee	1,491,250	1,495,462	1,570,235	1,648,746	1,731,184	7,936,877

*5% increase in annual tuition fee

b. For Foreign / Dual National / Overseas Students:-

College & Hostel Fee Including Messing and Transport	US \$15,000/ Per Annum
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c. Optional Fee and Charges:-

Hostel Charges/ Month (including messing)	Rs. 32,000 to 36,000
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HIT-SECURITY WING

Photograph
Size 1x1

APPLICATION FORM FOR ISSUE OF SECURITY PASS (ALLIED DEPTTS)

1.	Pers No	NA
2.	Rank	MBBS Student HITEC-IMS (Medical College) Session 2022-23
3.	Name	
4.	Father Name	
5.	Cell No.	
6.	Appointment	MBBS Student HITEC-IMS (Medical College) Session 2022-23
7.	BPS	NA
8.	Date of Birth	
9.	Blood Group	
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 (Medical College), 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)
(Three days prior to arrival in the college)

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.

Student is also fully vaccinated COVID-19.

Dated: _____ 2023

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.	Candidate ID	
5.	Father Name	
6.	Father CNIC No	
7.	Cell No. of Student	
8.	Cell/ Landline no of Father	
9.	Home Address (Present)	
10.	Home Address (Permanent)	
11.	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

Instructions :

- Hostel for girls is available however in boys hostel 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. 32000/-** per month, you are required to deposit **Rs. 64000/-** Security (refundable), in total **Rs. 96000/-** (Rupees ninety six thousands). Laundry, messing, WIFI and transport charges from hostel to college are included in it.
- 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: _____
Mobile No. _____

Surety No: 2

Signatures _____
Name _____
CNIC No: _____
Mobile No. _____

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 25,000/-.**
12. **I am assuring that I will not request for transfer to any other college prior qualifying 2nd Annual Professional of MBBS.**

Name of the Student
Mobile Number:
Dated:

Name of Father/ Guardian
Complete address
Mobile & PTCL Number
Dated:

UNDERTAKING
MBBS SESSION 2022 / 23 (7th BATCH)

It has been experienced in the past that some senior students & hostilities are bullying, ragging and teasing the students of new batch. These actions are very strictly forbidden in HITEC IMS (Medical College). It is once again cautioned that:

- Ragging in any form is strictly prohibited in the hostel / college premises resulting in grave consequences.
- Boarders will not indulge in teasing, abusing, shouting, playing practical jokes or hurting new students or asking them to do any unwilling act.
- Being a silent spectator and not reporting / stopping others indulging in ragging is also an offence and will invite similar disciplinary action.
- Students undergoing ragging should report the incident immediately to the Warden / Chief Warden, Director Student Affairs at any time the day / night.

If any student found involved in such illegal activities will render himself / herself liable to strict disciplinary action which may result into his / her expulsion from hostel and even from college, if considered appropriate.

All students are therefore, warned to observe discipline, respect orders and avoid bullying / ragging / teasing the new comers.

I assure you that my ward will abide in true letter and spirit.

Signature: _____

Name of Student:

Signature:

Name of Father / Guardian:

Mobile Number

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 / dropped 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