

SOP FOR FINANCIAL ASSISTANCE MBBS STUDENTS

HITEC-IMS (MEDICAL COLLEGE)

1. **General.** According to “Initial Recognition Framework for Medical and Dental School in Pakistan – 2019 (Medical College Management Session) Clause-23 of PM&DC, any Medical College in Pakistan, must give financial support to **5% deserving students (25% discount in tuition fee)** with good academic record as determined by scholarship awarding committee.

2. **Purpose of Policy**

- a. To facilitate parents by providing them an opportunity to ensure study continuation of their wards without financial hustle.
- b. To encourage the efforts of students for their extra ordinary academic performance.
- c. To fulfill Pakistan Medical and Dental Concil (PM&DC) directions that, any private medical college must give financial support to students.

3. **Categories of Financial Assistance**

- a. Fee Waiver as per PM&DC direction.
- b. Scholarships / Cash Award.
- c. Fee Installments.

4. **Financial Assistance / Scholarship Award Committee.** A Financial Assistance Committee will be constituted as follows to streamline and overlook the financial assistance matters:-

- a. Chairman - Principal
- b. Members
 - (1) Vice Principal
 - (2) Dir Adm & Ops
 - (3) Dean Basic Sciences
 - (4) Manager Student Affairs
 - (5) AM Finance

5. **Procedure To Apply For Financial Assistance**

- a. Student Affairs Department will provide information for Financial Assistance to the students.

- b. Written application should be submitted to Students Affairs by the students / parents applying for Financial Assistance within two weeks of publishing on website & in CR / GR groups on WhatsApp.
- c. To ascertain the financial state of the applicants (parents / guardian), following documents / certificates are required to be attached with the application: -
 - (1) Source of income
 - (2) Family (father & mother) income with evidence (Pay slips, Bank Statement, Income Tax Return etc.)
 - (3) Number of dependents and their profession
 - (4) Attach utility bill (Sui Gas, Electricity and PTCL bill)
 - (5) Proof of residence (ownership / rented)
 - (6) Form-B
 - (7) Medical documents of parents (father / mother if they are ill)
 - (8) Last Annual Prof MBBS Exam result (percentage for 2nd Year onwards)
 - (9) Last three paid fee vouchers / challan of college / school of applicant's siblings / dependent (if applicable)
 - (10) House Registry / Fard / Contract Deed in case of rented accommodation.

6. Actions by Student Affairs Department & Finance Department

- a. On receipt of application the Student Affairs Department will carry out scrutiny of application and attach necessary documents including student's academic record
- b. Application received by due date will be scrutinized by Student Affairs Dept and will convene the meeting of Financial Assistance Committee
- c. Separate Finance Assistance summary will be prepared for each term for Finance Department.
- d. Credit advises will be prepared for the gross amount of Financial Assistance and posted to books of accounts by Finance Department.

7. Actions by Training Cell

- a. Training Cell will provide **attendance record** of the applicants

8. Fee Concession Policy

- a. Fee concession will be given as decided by the committee in the light of PM&DC to the deserving students and decision of Principal will be final.

- b. The fee waiver shall be given to the deserving MBBS students and discount shall be granted in tuition fee on the basis of last annual professional result (1st professional result onwards) is as under :-
- (1) **HIT** wards (linking of continuation of concession with academic performance) as under:-

(a) Grade 1-11	50% of tuition fee.
(b) Grade 12-16	30% of tuition fee.
(c) Grade 17 and above	25% of tuition fee.
(d) HITEC-IMS (Medical & Dental College) Employees	25% of tuition fee.
 - (2) **PMO** (only 5 students as per merit) 25% & 50% to officers & staff respectively in tuition fee.
 - (3) **POF Wah** – Two students per batch (1 x Medical College and 1 x Dental College) duly nominated by POF Board will be entitled for fee concessions as per rules applicable to HIT employees.
 - (4) **Needy** MBBS students (other than para 8b (1),(2) & (3) who applies for fee concession
 - (5) Fee discount shall be offered upto the maximum limit as required by PM&DC. In case of the discount exceeding the limit, as laid down by PM&DC, then the discount shall be offered on pro-rata basis to all categories (HIT, PMO & POF Wards)
- c. If a student is eligible for taking scholarship from **more than one institution**, then the student shall be **given the scholarship of the higher amount**.

9. Scholarship, Cash Award (Endowment Fund)

- a. Student securing overall first, second & third position in Annual Professional Examinations will be awarded utility item like **Tablet / Laptop** etc. of worth rupees **75,000/- , 50,000 & 25,000/-** respectively.
- b. Any student securing **Distinction** in University exam will be awarded certificate.
- c. **Scholarship** will be awarded on the basis of **student's performance** in Annual Professional Examinations. Each scholarship will be awarded on start

of next academic year and award to the final year students will be given at time of convocation.

10. Fee Installments

- a. Fee installments will be allowed to only **25% of students** of each class.
- b. Maximum **2 equal installments** will be done.
- c. No fee installments will be **allowed in first year** and **full fee will be charged**.

11. Ineligibility

- a. Any student who **fails / detained**.
- b. Involved in any **discipline case**.
- c. Having **attendance less than 75%**.
- d. Any student who is **admitted on quota seat (W&R or any other quota)** in **1st year MBBS**, shall not be considered for fee concession as the student is already admitted on lower merit, so double benefit will not be granted.
- e. Only wards of serving employees of HIT, PMO & POF will be entitled for fee concession. Fee concession **will be discontinued if the employee retires or posted out or dies** during the course of studies.
- f. Applications received after due date will not be entertained.