

JOINING INSTRUCTION FOR MBBS STUDENTS – BATCH-8

Updated on 18th December, 2023

OFFICIAL WEBSITE www.hitec-ims.edu.pk

1. After depositing the fee voucher, immediately send (via email adm.mbbs8@hitec-ims.edu.pk) the scanned copies (Scan with CamScanner App installed in smart phone) of following documents :-
 - a. CNIC / NICOP / Passport both Candidate & Father
 - b. Domicile
 - c. SSC Mark Sheet & Certificate attested by IBCC
 - d. HSSC Mark Sheet & Certificate attested by IBCC
 - e. Transcript / Certificate of A/O Level (where applicable)
 - f. IBCC Equivalence for O-Level & A Level (where applicable)
 - g. NUMS (MDCAT) – 2023 result (for open merit students) and for Foreign students NUMS (MDCAT)-2023 Result / Valid MCAT (USA) / Valid UCAT (UK) (whichever is mentioned in Merit List)
 - h. Undertaking Form regarding already admitted or not admitted (sent to your earlier and also available on our official website).

2. Also **bring** undermentioned documents **when called** for verification and their deposition to Student Affairs Department:-

FOR STUDENTS SELECTED ON OPEN MERIT / W&R QUOTA

- a. Original SSC Market Sheet & Certificate **attested by IBCC** (Original & 8 x photocopies)
- b. Original HSSC Market Sheet & Certificate **attested by IBCC** (Original & 8 x photocopies)
- c. Original Transcript / Certificates of O/A Level (where applicable) (Original & 8 x photocopies)
- d. IBCC Equivalence for O-Level & A-Level (where applicable) (Original & 8 x photocopies)
- e. Copy of NUMS (MDCAT) - 2023 Result (8 x photocopies each)
- f. Nomination Letter for Quota Seat (where applicable) 4 x copies
- g. Original Undertaking form for 'Not Admitted' or 'Admitted' in any other college (already shared with you through email and also available on our website www.hitec-ims.edu.pk).
- h. Copy of CNIC/NICOP/Passport (both Candidate, Father & guardian in case father is died) **(15 x photocopies)**
- i. Domicile (where applicable) (Original & 8 x photocopies)

- j. Photographs with Blue background: -
 - (Passport size 20 x photographs)
 - (1" x 1" size 20 x photographs)
- k. 08 x Passport Size Photographs with **White** background
- l. All photocopies / photographs are required **WITHOUT ATTESTATION**
- m. COVID-19 Vaccination Certificate issued by NADRA
- n. Certificate of the guardian from court in case father is deceased (on stamp paper)
- o. Income Tax Return of either parent / guardian
- p. Original Deposited Fee vouchers (Student Affairs and Finance copies)
- q. "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.
- r. 3 x under takings and 1 x Surety Bond jointly in the names of the candidates and father / guardian
- s. Bio data form (specimen attached) may also be completed
- t. Providing fake Documents is liable to lose the seat and liable to be punished as per law
- u. Main Branches of Askari Bank (in major cities) are open on **Saturday**, Timing: 09:00 AM – 11:30 AM (list is available on our official website)

NOTE: Matric / SSC and FSc / HSSC Certificate issued by BISE **must be IBCC attested** as per IBCC notification No. F.7-1/IBCC/2023/210 dt 14 March, 2023 (available on our website) and instruction issued by NUMS.

FOR STUDENTS SELECTED ON FOREIGN QUOTA

- a. Copy of NICOP / Passport (both Candidate & Father) (15 x photocopies)
- b. Original Transcript & Certificates of SSC/O-Level/10th Grade (Original & 8 x photocopies each)
- c. IBCC Equivalence for O-Level/10th Grade (Original & 8 x photocopies each)
- d. Original Transcript & Certificates of HSSC/A-Level/12th Grade mentioning the name of institute (Original & 8 x photocopies)
- e. IBCC Equivalence for A-Level/12th Grade (Original & 8 x photocopies)
- f. Certificate from the institution last attended for HSSC/ A-Level /12th Grade (Original & 8 x photocopies)
- g. Copy of NUMS (MDCAT)-2023 Result / Valid MCAT (USA) / Valid UCAT (UK) (**whichever is mentioned in Merit List**) (8 x photocopies)
- h. Original Undertaking form for 'Not Admitted' or 'Admitted' in any other college (already shared with you through email and also available on our website www.hitec-ims.edu.pk).
- i. **Domicile** (where applicable) (Original & 8 x photocopies)

- j. Photographs with Blue background: -
 - (Passport size 20 x photographs)
 - (1" x 1" size 20 x photographs)
- k. 08 x Passport Size Photographs with **White** background
- l. All photocopies / photographs are required **WITHOUT ATTESTATION**
- m. COVID-19 Vaccination Certificate issued by NADRA
- n. Certificate of the guardian from court in case father is deceased (on stamp paper)
- o. Income Tax Return of either parent / guardian
- p. Original Deposited Fee vouchers (Student Affairs and Finance copies)
- q. "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.
- r. 3 x under takings and 1 x Surety Bond jointly in the names of the candidates and father / guardian
- s. Bio data form (specimen attached) may also be completed
- t. Providing fake Documents is liable to lose the seat and liable to be punished as per law
- u. Main Branches of Askari Bank (in major cities) are open on **Saturday**, Timing: 09:00 AM – 11:30 AM (list is available on our official website)

NOTE: IBCC Attestation is only for SSC and HSSC Result cards / Certificates issued by BISE. Equivalence issued by IBCC to O/A Level students do not require any attestation from IBCC.

3. If you **wish to avail the hostel (only for girls student) / transport facility** then you should contact us forthwith (through email adm.mbbs8@hitec-ims.edu.pk, telephone 051-4908582) and **fill the hostel (only for girls students) 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.**

4. At present, there is **no seat available in internal hostel for boys**. 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

5. 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
- j. 1x Pair of Black joggers

6. Hostel dues will be deposited on arrival. Currently **Rs. 30,000** per month is being charged, however it is subject to change in due course of time. Initially, you are required to deposit one month hostel fee alongwith two months security (refundable).

7. 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).

8. **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. 3500/- 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.

9. 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**).

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

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

12. How to approach HITEC-Institute of Medical Sciences, Taxila. Our location on google map is <https://goo.gl/maps/RBTvoUqPcWyg7iim9>.

13. 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.

14. 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.

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

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

17. COMMENCEMENT OF CLASSES: Classes for MBBS Batch-8 will start w.e.f **15th January, 2024 (Monday) and shall be intimated incase date is changed.**

18. Girls Students who opted the Hostel facility, shall report on 13-14 January, 2024, in Margalla Hostel, so they should be well settled before start of the classes. Fee Deposition for Hostelites would be as para (6) of Joining Instructions.

FEE STRUCTURE FOR 8TH MBBS BATCH (SESSION 2023-24)

a. For Open Merit:-

Details	1 st Year	2 nd Year	3 rd Year	4 th Year	Final Year	Total for Program
*Tuition Fee	1,476,000	1,594,000	1,721,600	1,859,300	2,008,000	8,658,900
One Time Admission Fee (Non Refundable)	29,500	0	0	0	0	29,500
PM&DC / University Registration Fee (one time)	20,000	0	0	0	0	20,000
Exam fee	10,000	10,000	10,000	10,000	10,000	50,000
Total Fee	1,535,500	1,604,000	1,731,600	1,869,300	2,018,000	8,758,400

- Tax if applicable will be charged as per the policy of the government of Pakistan
- Refund of fee will be provided as per the rules of PM&DC / NUMS

b. For Foreign / Dual National / Overseas Students (as per PM&DC Notification dt 23 Dec, 2022):-

College & Hostel Fee including messing and transport.	US \$10,000/ Per Annum
However, if Air Conditioner is installed then bill shall be charged as unit consumed by the Foreign students separately.	Bill as per existing rates

c. Optional Fee and Charges:-

Hostel Charges/ Month (including messing & laundry charges)	Rs. 30,000 (may vary depending on inflation)
Transport Charges for day scholars (local students Rawalpindi, Islamabad and Wah)	Rs. 17,000/- to 22,000/- (may vary depending on inflation)

HIT-SECURITY WING

APPLICATION FORM FOR ISSUE OF SECURITY PASS
(ALLIED DEPTTS)

Photograph
Size 1x1

1.	Pers No	NA
2.	Rank	MBBS Student HITEC-IMS (Medical College) Session 2023-24
3.	Name	
4.	Father Name	
5.	Cell No.	
6.	Appointment	MBBS Student HITEC-IMS (Medical College) Session 2023-24
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. _____

19. 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)

20. 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 given 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 not suffering from any communicable disease.

Student is also fully vaccinated COVID-19.

Dated: _____

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. _____
12.	Name, Telephone Number & address of the local or nearest relative who can be contacted in case of emergency.	

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. 30,000/-** per month, you are required to deposit **Rs. 60,000/-** Security (refundable), in total **Rs. 90,000/-** (Rupees ninety 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

(On plain paper A4 size)

(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 / W&R seat" as student at HITEC-Institute of Medical Sciences, Taxila.

During studies, the student 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 student 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 student is expelled by the Institute on any ground, or deliberately fails and does not study, student will lose his seat in the HITEC Institute of Medical Sciences, Taxila which shall be notified with PM&DC / NUMS 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
(On plain paper A4 size)

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 / videos inside HIT.
5. I assure that I will not use any foul language or misbehave with any teacher / student / staff and shall not send obnoxious message / call.
6. Due to any issue / complaint from security/intelligence agencies regarding myself, I will not object any action including expulsion from the college. I will not go / visit the prohibited area.
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 will not make pictures / videos of my class mates and other colleagues and shall not upload on social media (Face Book, WhatsApp, Instagram, TikTok, Twitter (X), Snapchat etc)
10. I assure that I will abide by all the rules and regulations of HITEC-IMS, HIT, Taxila.
11. I am fully cognizant that I shall be liable to disciplinary action, if I am found involved in any undesired activity.
12. I shall not publish / write any book during my stay in HITEC-IMS (Medical College) without prior permission / approval of competent authority in writing.
13. I am fully cognizant of the rule that if fee is not paid timely, 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 29,500/-.
- 14. I am assuring that I will not request for transfer to any other college prior qualifying 2nd Annual Professional of MBBS.**
15. I shall maintain minimum **75% attendance** in Lectures / Practical separately which is required to appear in Annual Professional Examinations as notified by the NUMS. I shall clear all my dues (college fee, hostel fee, cafeteria charges, transport charges and fine etc) in academic year, so I shall be eligible to appear in final prof exam.

STUDENT

Signature: _____
Name: _____
Candidate ID: _____
CNIC No. _____
Mobile No. _____
Dated: _____
Address:

PARENTS / GUARDIAN

Signature: _____
Name: _____
Relation with student: _____
CNIC No. _____
Mobile No. _____
Dated: _____
Address:

AFFADAVIT
(On plain paper A4 size)

I, _____(whose son/ daughter
_____ (student), is being admitted in 1st year MBBS
Class (Session 2023-24) in HITEC - Institute of Medical Sciences, Taxila Cantt do
hereby 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:

UNDERTAKING
MBBS SESSION 2023-24 (8th BATCH)
(On plain paper A4 size)

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, Manager 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.
- Monthly charges may vary as per fuel prices adjustment.

BIO DATA – MBBS STUDENT (HITEC-IMS, MEDICAL COLLEGE, TAXILA)

It is affirmed that the under mentioned information is correct true to the best of my knowledge and found **false at any stage**, I shall be **liable** for **disciplinary action**.

Student Name			
Student CNIC No		Candidate ID	

Write in (BLOCK LETTERS)

Father Name			
Father CNIC No			

Write in (BLOCK LETTERS)

CONTACT INFORMATION	
Student contact number	
Student WhatsApp number	
Father/ guardian contact number	
Father/guardian WhatsApp number	
Father/guardian Profession	
Who will Sponsor your education expensive?	
Monthly Income of Father/Guardian	
Mother Contact number	
Mother WhatsApp number	
1 x Brother/ sister Contact / WhatsApp No with Name	
Name of Local Resident Relative near Taxila / Rwp	
Address of Local Resident Relative near Taxila / Rwp	
Local Resident Relative Mobile / WhatsApp no	

ADDRESS INFORMATION	
Present address	
Permanent address	

EMAIL ADDRESS	
Student email address	
Father email address	
Mother email address	
Brother / sister email address	

Note: - Change of cell number/address may be intimated forthwith.

Student's Signature: _____

Father's Signature: _____

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