

SOP FOR FINANCIAL ASSISTANCE MBBS STUDENTS

HITEC-IMS (MEDICAL COLLEGE)

Dated: 26th December, 2023

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 Council (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 Committee will be constituted every year on Principal's orders.

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

- a. **Only 5% needy MBBS students of each class shall be given fee waiver**
- b. Student Affairs Department will provide information for Financial Assistance to the students
- c. 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 WhatsApp group
- d. To ascertain the financial state of the applicants (parents / guardian), following documents must be attached **with the application**: -
 - (1) IT Return
 - (2) Bank Statement

- (3) Pay Slip in original duly countersigned by the concerned authority
- (4) In case the applicant is not employee (government / private) and running his sole proprietor business etc, must give monthly or yearly income proof on the affidavit duly countersigned by the Oath Commissioner / Notary Public

6. Actions by Student Affairs Department & Finance Department

- a. On receipt of application the Student Affairs Department will carry out scrutiny of applications and will attach **last annual professional results**.
- b. Student Affairs Dept will convene the meeting of Financial Assistance / Scholarship Award Committee

7. 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. Applications from all students (including needy and HIT, PMO, POF & NESCOM wards) will be called from **1st July to 10th July 2024**
- d. **Attendance** shall be counted till **30th June 2024**
- e. The Financial Assistance case shall be finalized by **31st July, 2024**
- f. The fee waiver shall be given to the MBBS students and discount shall be granted in tuition fee. For 1st Year MBBS **NUMS aggregate** shall be counted and for 2nd Year MBBS onwards as per last annual professional result is as under :-

- (1) **HIT Wards** (linking of continuation of concession with academic performance) as under:-

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|-----|--|--------------------|
| (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) | 25% Fee concession granted to HITEC-IMS faculty / staff for their wards admitted in IMS programmes | |

- (2) **PMO Wards** (only 5 students as per merit) 25% & 50% to officers respectively in tuition fee

- (3) **NESCOM Wards** – 25% discount **in tuition fee** shall be given to wards of officers (BPS-17 & above) and 50% discount **in tuition fee** to wards of staff (below BPS-17) to only **5 x NESCOM wards as per merit**
- (4) **POF Wah Wards** – Two students per batch (1 x Medical College and 1 x Dental College) duly nominated by POF Board will be entitled for fee concessions **(in tuition fee)** as per rules applicable to HIT employees
- (5) 4% & 2% discounts shall not be given to above category students
- g. **Needy MBBS students** (other than para 7f (1),(2),(3) & (4) who applies for fee concession
- h. 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 & NESCOM Wards)
- i. If a student is eligible for taking scholarship / waiver from more than one institution, then the student shall be **given the scholarship of the higher amount.**

8. **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

9. **Fee Installments**

Fee installments will be allowed as per clause 5(9)(3) of the Pakistan Medical & Dental Council (PM&DC) Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Regulations 2023 dated 13th July, 2023 or as applicable from time to time i.e “A student shall have the right to pay the tuition fee on **a quarterly, six monthly or annual basis** to the college. A student paying the college **on a six-monthly basis in advance** shall be granted **a two percent discount in the tuition fee** and a student paying the college on **an annual basis** in advance shall be granted **a four percent discount in the tuition fee.**”

10. Ineligibility (for all categories)

- a. Any student who **fails / detained**
- b. Involved in any **disciplinary case**
- c. Having **attendance less than 75%**
- d. Any student who **admitted on quota seat (W&R or any other quota)** in **1st year MBBS**, shall not be considered for fee concession (**in 1st Year only**) as the student is already admitted on lower merit, so double benefit will not be granted
- e. Only wards of **serving employees (on merit)** of HIT, PMO, POF & NESCOM will be entitled for fee concession. Fee concession **will be discontinued if the employee retires, posted out or dies** during the course of studies
- f. No fee concession shall be given to the students admitted on **Foreign Quota**
- g. Applications received after due date will not be entertained

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Anx A

Ser	Roll No	Name of Student	Class	No, Rank & Name of Father	Project/ Setup	Grade / Scale of Employee	Serving / Retired (with date of retirement)