



HITEC-Institute of Medical Sciences


SOP for Collection of College / Hostel Fee and Fine

DOCUMENT #: SA-SOP-22

ISSUE # 01

ISSUE DATE: 07-10-2024

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1.0 PURPOSE:

The purpose of this SOP is to lay down procedures for payment of college fee, fines and hostel fee by MBBS Students

2.0 SCOPE:

These SOPs procedure is applicable to Student Affairs Department and MBBS Students.

3.0 ABBREVIATIONS:

NUMS	National University of Medical Sciences
PM&DC	Pakistan Medical and Dental Council
HITEC	Heavy Industries Taxila Education City
IMS	Institute of Medical Sciences

4.0 RESPONSIBILITIES AND AUTHORITIES:

- 4.1 Principal
- 4.2 Director Administration and Operations
- 4.3 Manager Student Affairs

5.0 PROCEDURE

- 5.1 As per PM&DC Medical and Dental Undergraduate Education (Admissions, Curriculum and Conduct) Policy and Regulations 2023 dated 13th July, 2023 clause 4(9)(6) Payment and Charging of Fee by College) "A student who defaults in payment of tuition fee **shall be liable to be expelled by the college** subject to a reasonable period being granted to the student to remedy the defaulted fee. A college who expels a student on account of default in payment of tuition fee shall notify the Council within one week and the student's registration with the Council (PM&DC) shall be cancelled permanently. A student expelled shall **not be eligible to seek admission to any other medical or dental college for a period of one year.**
- 5.2 All students / hostelites must clear all dues (college fee, hostel fee & fine) atleast **two months prior to commencement of final professional examination.**



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- 5.3 If a hostelites (girl / boy) fails to clear his / her hostel dues for **consecutive two months** shall be liable to be **expelled from the hostel** and he / she **will not be allowed** to appear in the final professional exam.
- 5.4 Any student who has been imposed fine by the college authorities on accounts of absenting the internal exam, not wearing proper uniform, bunking the classes / any official event or involved in any disciplinary case etc) **shall clear the dues in time**. In case of failure his / her admission for final professional examination **will not be sent to the university**.
- 5.5 Student who is **expelled** from hostel on accounts of non-payment of hostel fee or any other administrative / disciplinary grounds shall not be eligible to **get hostel facility for the next six months**.
- 5.6 If a hostelite is desirous to rejoin the hostel after six months, then application shall be submitted to Principal HITEC-IMS for considerations, if approved only then seat in the hostel if available shall be granted.

6.0. RELATED DOCUMENTATION

Nil