



HIMSR

Hamdard Institute of Medical Sciences & Research

Dated: 21.09.2022

IMPORTANT INFORMATION For MBBS ADMISSION REPORTING

REPORTING PROCEDURE

The candidates who have been allotted a seat in UG (MBBS) through MCC UG MBBS online Counseling-2022, it has been directed to complete the physical reporting formalities at Hamdard Institute of Medical Sciences and Research, Jamia Hamdard, Guru Ravidas Marg, Hamdard Nagar New Delhi-62, as per MCC reporting schedule announced.

It is also brought to the students notice that the official website of the Hamdard Institute of Medical Sciences and Research is www.himsr.co.in and are advised to remit fees only to the account mentioned in this website only. There are no other sites or accounts beyond this website. Please ensure that you are on the right website before you progress further.

The step-by-step reporting, fee payment & admission process for UG MBBS courses are given below. It is instructed that all the allotted candidates should follow the same strictly.

STEPS TO BE FOLLOWED

STEP – 1 Fee payment through RTGS/NEFT/DD/WIRE/SWIFT Transfer

Candidates who have been allotted a seat in MCC counseling (Round-1, 2 & Mop-up) for UG MBBS seats, are directed to make the Tuition fee payment, as per fee structure given on <https://www.himsr.co.in/wp-content/uploads/2022/09/2.-UG-MBBS-FEE-DETAILS-2022-23.pdf>, through online transfer(RTGS/NEFT)/ or Demand Draft to the HIMSR account, **Fee should be submitted in single transaction if submitted by RTGS/NEFT or Single Demand Draft only** and proof of Remittance/Acknowledgment has to be scanned and e-mailed to finance.accounts@himsr.co.in, & admission@himsr.co.in.

NRI / NRI sponsored quota Seat: For OCI, PIO, NRI, NRI sponsored candidates, the prescribed **tuition fee must be paid in US Dollars (\$) only through WIRE/SWIFT Transfer from the Sponsor account, Fee should be payed in single transaction** and for the same, **candidate must produce proof of the transaction made from the sponsor account compulsorily** and proof of remittance/Acknowledgment has to be scanned and e-mailed to finance.accounts@himsr.co.in, & admission@himsr.co.in.

STEP – 2 Scanning & E-mailing of all Original Documents (As per list)

All the candidates, who have taken the seat are directed to scan the individual original documents as listed at <https://www.himsr.co.in/wp-content/uploads/2022/09/4.-List-of-Documents-required-at-the-time-of-MBBS-Admission-2022-23.pdf> and keep them ready for e-mailing on admission@himsr.co.in before physical reporting in the institute.

Scanning of documents is to be done from originals documents only

All documents should be scanned individually for e-mailing.

The Photocopy (Xerox) of the documents e-mailed are not accepted.

Additional Original Documents required for NRI/NRI Sponsored students need to be e-mailed as per the list provided on www.himsr.co.in

All Original Documents which have been scanned and e-mailed shall have to be produced for verification during the time of Physical reporting.

STEP – 3 Physical Reporting, as per MCC reporting schedule

After the successful submission of fee and e-mailing documents, **the candidate must report physically** to the Hamdard Institute of Medical Sciences and Research, Jamia Hamdard, Guru Ravidas Marg, Hamdard Nagar, New Delhi-62, as per MCC reporting schedule announced, compulsorily.

After the successful submission of fee and physical reporting in HIMSR as per MCC reporting schedule announced, **the original documents** will be verified by the designated Documents Verification Officer.

Once verification is completed and the institution is satisfied with the documents produced and payment of fees made, further reporting formalities will be completed at MCC web portal by HIMSR Nodal Officer.

STEP – 4 Verification & Submission of original documents

During Physical reporting, as per MCC reporting schedule announced, the candidates must submit all original documents listed at <https://www.himsr.co.in/wp-content/uploads/2022/09/4.-List-of-Documents-required-at-the-time-of-MBBS-Admission-2022-23.pdf> and same will be verified by the designated Nodal officer

Once verification and submission of original documents is completed and the institution is satisfied with the documents produced and payment of fees made, further reporting formalities will be completed at MCC web portal by the HIMSR Nodal officer

Discrepancy if any found, the HIMSR will not process their admission & reporting formalities at MCC portal as well as HIMSR office

STEP – 5 Reporting of admission at MCC web portal by the HIMSR & Generation of Admission Letter

On successful completion of all steps / process, the admission/reporting details of the candidate will be uploaded to MCC web portal by HIMSR Nodal Officer and allotment letter will be generated and admission & reporting formality will be completed.

After generation of admission letter it will be signed by head of institution, the students are required to take the original before leaving.

PHYSICAL REPORTING

Physical Reporting Venue & Time	
Venue	Time
Hamdard Institute of Medical Sciences and Research Guru Ravidas Marg, Hamdard Nagar New Delhi-110062	10:00 AM To 3:00 PM (dates/days as per MCC reporting schedule announced)

IMPORTANT NOTE

- NRI / NRI sponsored quota Seat: For fee remittance transferred from abroad in US Dollars (\$) by the sponsor for NRI / NRI Sponsored seats, such remittance should be accompanied by SWIFT transaction details and same should be produced at the time of reporting to the college for completion of reporting and admission formalities, failing which the reporting and admission formalities cannot be processed. Candidates are hence advised to make sure the payment formalities are completed before reporting to the college.

WARNING

- Applicants are warned against possible cheating by unscrupulous agencies that may put out misleading advertisements in newspapers or approach by other means, promising and assuring seats for various courses for monetary considerations or by extracting large sum of money from candidates / parents. The Deemed to be University wishes to authoritatively refute all such misleading false claims and advertisements. The Hamdard Institute of Medical Sciences and Research & its associated HAHC Hospital does not entertain any agents or middlemen for admissions.
- All admissions are subject to fulfillment of all the eligibility conditions by the candidate. If it is found at a later stage, during active (physical) verification, that the candidate has given false information/certificate or is found to have concealed some information, his/her admission will be cancelled without any

notice. It is the responsibility of the candidates to ensure that they fulfill all the eligibility requirements for the course/s applied.

- It is also brought to the notice of the students that the official website of the Hamdard Institute of Medical Sciences and Research & its associated HAHC Hospital is www.himsr.co.in and they are advised to check all details only on this website and to also remit fees only to the account mentioned on this website only. There are no other sites or accounts except this website. Please ensure that you are on the right website before you progress further.

KINDLY NOTE

- All Central Govt., State Govt and local Administrative Authorities guidelines w.r.t COVID 19 protocol will be followed strictly.
- All the candidates and parents should compulsorily wear masks.

PLEASE CONTACT

All interested candidates are advised to regularly visit www.mcc.nic.in for information regarding NEET-UG Counselling. For further information please visit www.himsr.co.in or contact Admission Cell, HIMSR at 011-29901074 / +919013817019 (Available on working Days between 09:00AM & 03:00PM IST only) Or email us at admission@himsr.co.in .