



## **IMPORTANT INFORMATION For MBBS ADMISSION REPORTING**

### **DISCLAIMER:**

Hamdard Institute of Medical Sciences & Research (HIMSR) and associated Hakeem Abdul Hameed Centenary Hospital (HAHC Hospital) is committed to follow the admission process in an absolute sacrosanct manner under the processes defined by Medical Counseling Committee (MCC), Directorate General of Health Services (DGHS), Government of India (GoI) and does not entertain any agents or middlemen for admissions.

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.

All admissions are subject to fulfilment of all the eligibility conditions by the candidate. If it is found at a later stage or 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 further notice. It is the responsibility of the candidates to ensure that they fulfil all the eligibility requirements for the course/s applied.

The official website of the Hamdard Institute of Medical Sciences and Research & its associated HAHC Hospital is [www.himsr.co.in](http://www.himsr.co.in). The aspirants are advised to check all details only on this website and to also remit fees 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.

Best wishes for your rightful admission at Hamdard Institute of Medical Sciences & Research (HIMSR) and associated Hakeem Abdul Hameed Centenary Hospital.

## **REPORTING PROCEDURE**

The candidates who have been allotted a seat in UG (MBBS) through MCC UG MBBS online Counseling-2025, are directed to complete the physical reporting with original documents, at Hamdard Institute of Medical Sciences and Research, Guru Ravidas Marg, Hamdard Nagar, New Delhi-62, as per MCC reporting schedule announced.

It is also brought to the student's notice that the official website of Hamdard Institute of Medical Sciences and Research is [www.himsr.co.in](http://www.himsr.co.in) and are advised to remit fee only to the account mentioned in this website. 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 course are given below. It is instructed that all the allotted candidates should adhere to the process strictly.

### **STEPS TO BE FOLLOWED**

#### **STEP – 1 Fee payment through DEMAND DRAFT/RTGS/NEFT/WIRE/ SWIFT Transfer**

##### **General & Reserved Category:**

Candidates who have been allotted a seat in MCC counseling (Round–1/2/3/ Stray Round) for UG MBBS seats, are directed to make the Fee payment, as per fee structure given on <https://www.himsr.co.in/mbbs-admission-2025-26/>, 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](mailto:finance.accounts@himsr.co.in), & [admission@himsr.co.in](mailto:admission@himsr.co.in) .

##### ***Foreign/NRI/NRI Sponsor Category:***

For Foreign/OCI/PIO/NRI/NRI sponsored candidates, the prescribed **Fee must be paid in US Dollars (\$)** only as per fee structure given on <https://www.himsr.co.in/mbbs-admission-2025-26/> through **WIRE/SWIFT Transfer from the Sponsor account**, Fee should be paid 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](mailto:finance.accounts@himsr.co.in), & [admission@himsr.co.in](mailto:admission@himsr.co.in).

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

All the candidates, who have been allotted the seats are directed to scan the individual original documents as listed at <https://www.himsr.co.in/mbbs-admission-2025-26/> and keep them ready for e-mailing on [admission@himsr.co.in](mailto:admission@himsr.co.in) before physical reporting in the institute.

**Please note the Scanning of the 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 student's need to be e-mailed as per the list provided on <https://www.himsr.co.in/mbbs-admission-2025-26/> (For NRI/ NRI Sponsored/Foreign National)**

**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, Guru Ravidas Marg, Hamdard Nagar, New Delhi-62, as per MCC reporting schedule announced, compulsorily.

After the successful submission of fee and physical reporting with original documents 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 fee 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 with original documents, as per MCC reporting schedule announced, the candidates must submit all original documents listed at <https://www.himsr.co.in/mbbs-admission-2025-26/> and same will be verified by the designated Nodal officer

Once verification and submission of original documents are completed and if the institution is satisfied with the documents produced and payment of fee made, further reporting formalities will be completed.

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

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

On successful completion of all steps / processes defined above, the admission/ reporting details of the candidate will be uploaded to MCC web portal by HIMSR Nodal Officer and provisional admission letter will be generated online on MCC portal and admission & reporting formality will be completed.

After generation of provisional admission letter, it will be signed by head of institution. Students are required to collect the provisional admission letter before leaving the campus or as directed by institute on the day of admission.

### PHYSICAL REPORTING

Physical Reporting Venue & Time	
Venue	Time
<b>Anatomy Demonstration Hall-II,</b> <b>Hamdard Institute of Medical Sciences and Research</b> Guru Ravidas Marg, Hamdard Nagar New Delhi-110062	<b>10:00 AM To 1:00 PM</b> <b>(dates/days as per MCC reporting schedule announced)</b>

## 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.

## PLEASE CONTACT

*All interested candidates are advised to regularly visit [www.mcc.nic.in](http://www.mcc.nic.in) for information regarding NEET-UG/PG Counselling. For further information please visit [www.himsr.co.in](http://www.himsr.co.in) or contact Admission Cell, HIMSR at **011-29901145 & 011-29901074**(Available on working Days between **09:00 AM to 01:00 PM & 02:00 PM to 03:30 PM IST** only) or **Whatsapp** us on **+919013817019** or email us at [admission@himsr.co.in](mailto:admission@himsr.co.in) .*

## LOCATE US



<https://maps.app.goo.gl/BE911wo3WtFY7poz6>