



Dr. D.Y. Patil Vidyapeeth, Pune

(DEEMED UNIVERSITY)

Established under Section 3 of the UGC Act, 1956, vide Notification No. F.9-39/2001-U.3 dated

11th January 2003 of Government of India

Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade

An ISO 9001 : 2008 Certified University

Admission Procedure

3.1 General

(i) Admissions to all these courses shall be by an All India Biotechnology Common Entrance Text (AIBTCET-17) conducted by the Vidyapeeth. The test will be of 1.30 hrs duration and will have 100 objectives multiple choice questions (MCQs) of 1 mark each. The recommended syllabus for this test is appended in this brochure as Annexure - I.

(ii) It shall be the responsibility of the candidate to ascertain the result of the AIBTCET-17.

(iii) If selected, the candidate shall remain present for on-the-spot admission, as per the schedule given in Important Information at a glance. The admission sessions will be conducted at the office of the Dr. D. Y. Patil Biotechnology & Bioinformatics Institute, Tathawade, Pune - 411 033. Failure to report for admission on the scheduled date and time shall result in cancellation of the claim of the candidate to the seat.

Only the candidate and one of his/her parents/guardians shall be allowed into the admission hall. The candidates shall be called in the order of their ranking in the merit list.

(iv) Appearance at the AIBTCET-17 and inclusion of name in the merit list does not necessarily mean that he/she shall get admission to a course. His/Her admission to a course shall depend upon the availability of seats when his turn comes.

(v) At the time of reporting for admission, the candidate shall produce the documents (original and two sets of photo copies) as listed in 'List of Documents' on the Vidyapeeth website.

If the candidate is admitted to a course, these documents shall be retained by the Vidyapeeth. If the candidate fails to produce any of the documents listed

in 'List of Documents' on the Vidyapeeth website, his/her claim for admission shall stand forfeited.

(vi) The selected candidate is required to pay the entire amount of fees shown in the Fee Structure on the day of counseling and on-the-spot admission itself. In case the candidate fails to pay the entire amount of fees, he/she may lose his/her claim for admission to that seat.

(vii) If any candidate finds it impossible to be physically present for the admission session due to any unavoidable circumstances, he/she may authorize any other responsible individual to represent him/her for admission session. This representative must carry with

him/her the Letter of Authorization for representation in the format given on the Vidyapeeth website as well as all the documents mentioned above. If the candidate or his/her representative fails to report for the admission session, on the date and time mentioned in Important information at a glance, his/her claim for admission to the respective course shall stand forfeited.

(viii) Admissions made at the admission sessions are provisional. These will be confirmed after verification of eligibility by the Vidyapeeth.

3.2 Application Procedure

A candidate, desirous of appearing at the entrance test, is required to complete the prescribed application form appended at the end of this brochure and submit the same to the **Registrar, Dr. D. Y. Patil. Vidyapeeth** with entrance test fee, on or before the scheduled date. The application form is also available on the Vidyapeeth Website.

Instructions for Completing the Application Form

This application form is only for All India Biotechnology Common Entrance Test 2017 for admission to all the three courses.

- (i) The candidate shall avoid overwriting, cutting, erasing on the form. Any discrepancies in the statements and/or submission of incomplete form may lead to rejection of the form.
- (ii) Black ballpoint pen shall be used for filling in the application form. All the entries in the form should be in CAPITAL LETTERS only.

Squares provided in the application form are only for writing alphabets in capitals for indicating name or for appropriate numbers. The alphabet or the number

- (iii) written in the square must not touch the edge of the square.

Correct

A	2
---	---

Incorrect

A	2
---	---

- (iv) Fill the squares legibly and clearly without overwriting.
- (v) The name mentioned in the form by the candidate shall be the same as in the documents of 10+2 examination. One square should be used only for one alphabet. Please leave one blank square between adjacent words. For example, the name **Patil Amit Shekhar** should be written as follows:

P	A	T	I	L		A	M	I	T		S	H	E	K	H	A	R
---	---	---	---	---	--	---	---	---	---	--	---	---	---	---	---	---	---

- (vi) If the number of a date or month of birth is a single digit, it shall be prefixed with zero. For example, 1st January 2000 should be written as:

D	D	M	M	Y	Y	Y	Y
0	1	0	1	2	0	0	0

- (vii) The candidate shall also fill up the necessary information in the attached admit card.
- (viii) The candidate shall indicate clearly the examination centre at which he/she wishes to appear for examination by darkening the appropriate circle.
- (ix) A passport size photograph shall be affixed at the appropriate place in the application form and the admit card. The photograph shall be firmly affixed by using gum. It shall not be pinned. Both the photographs should be taken from the same negative. The photographs shall be attested by the Principal/Head of the institution where the candidate has studied or by a gazetted officer. The attestation of the photograph shall be done in such a way that the photograph is not defaced.
- (x) The declaration in the application form shall be signed both by the applicant and the mother/father/guardian of the applicant.
- (xi) Address shall be written in capital letters. Use Punctuation wherever required as shown in the example. For example, if the address is 73/4, Adarsh Nagar, write as:
 73/4, 'ADARSH NAGAR', _____
 PUNE _____

- (xii) Confirm by darkening circles whether the candidate has offered these subjects at HSC / 12th Std. examination.
- (xiii) Columns for the year of passing 10th and 12th standard examination (Block No. 12).
 For example, if the year is 2017 fill as

2	0	1	7
---	---	---	---

 If appearing for HSC / 12th std. examination, darken the appropriate circle.
- (xiv) Candidates shall indicate his preference of course by writing 1, 2 or 3 against his first, second or third choice. If he/she does not want a particular course as second or third choice, the boxes may be left blank.
- (xv) Candidates are not required to enclose originals or photocopies of any certificates with the application form.

- (xvi) The candidate shall invariably mention the number of his/her application form (as printed on it) and his/her name on the back of his/her demand draft.

3.3 Application Form

- (i) The downloaded application form shall be dispatched by registered post/speed post/courier only.
- (ii) The application must reach before the last dates mentioned in the **Calendar of Events**.
- (iv) The Vidyapeeth shall not be responsible for any delay or loss of the application/admit card/or any other communication in transit. Such a delay shall not be condoned.

3.4 Conduct of the All India Biotechnology Common Entrance Test (AIBTCET – 2017)

- (i) The test shall be conducted at the centres as mentioned in the **Calendar of Events** in this brochure and in the Admit Card sent to the candidate. The candidates must report at the center at least 30 minutes before the scheduled time of commencement of the test.
- (ii) The test hall shall be opened 30 minutes before the commencement of the test. Candidates are expected to take their seats at least 20 minutes before the commencement of the test. If the candidates do not report in time, they are likely to miss some of the important instructions announced in the test hall.
- (iii) Candidate shall not be allowed to appear for the test if he/she reaches the test hall after 11.30 a.m.
- (iv) The candidates shall bring their admit cards and show the same, on demand, for admission to the test hall. A candidate, who does not have the admit card shall not be admitted to the test hall under any circumstances.
- (v) A seat in the test hall, with a number, shall be allotted to each candidate.
- (vi) A candidate shall not be allowed to carry inside the test hall any text material, printed or handwritten, chits or any other material except the admit card. The candidate shall not be permitted to bring calculators, slide rules, log tables, electronic watches with facilities of calculators, laptop computers, personal stereo systems, walkie-talkie sets, paging devices, mobile phones or any such objects/devices in the test hall. Possession or use of such devices during the test is prohibited and the candidate shall be liable to be expelled if found using or possessing them.

- (vii) No candidate shall be allowed to go outside the test hall till the completion of the entire duration of the test. Once the candidate leaves the hall he/she will not be readmitted to the test hall. No exception will be made in this regard.
- (viii) Parents, relatives or friends of the candidates shall not be allowed to enter into the premises of the centre.
- (ix) Candidates are advised to bring with them a card board or a clip board, on which nothing should have been written. The board shall be useful to them while writing their responses in the answer sheet in case the tables in the test hall do not have smooth surfaces.
- (x) Smoking in the test hall is strictly prohibited. Beverages or snacks of any kind are not allowed to be taken into the test halls during test hours.
- (xi) Candidates shall maintain perfect silence and discipline in the test hall. Any conversation, gesticulation or disturbance in the test hall shall be considered as misbehavior and the candidates involved in such behavior shall be expelled from the test hall. Similarly, if any candidate is found using unfair means or allowing someone else to impersonate him/her, his/her candidature at the test shall be cancelled on the spot.
- (xii) During the test time, the invigilator shall check the Admit Cards of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator shall also put his/her signature in the place provided in the Answer Sheet on **SIDE-1**.
- (xiii) After completing the test and before handing over the Test Booklet and the Answer Sheet back to the invigilator, the candidate shall check once again to see whether all the particulars required in the Test Booklet and the Answer Sheet have been correctly written. He shall ensure that the Seat Number, Centre Code, the Test Booklet number and Code are correctly written on the answer sheet.
- (xiv) A warning bell shall be sounded 10 minutes before the beginning of the test and also to mark the half-time of the test time. A bell shall also be sounded 10 minutes before the closing time when the candidate must stop marking the responses or writing.

3.5 Mode of the test

The test consists of one question paper. The question paper consists of 100 objective-type questions of 1 mark each on Physics, Chemistry, Botany and Zoology (25 on each of them). The duration of the test is 1½ hours.

(A) Test Booklet

- (i) Candidates shall be provided with a sealed Test Booklet 10 minutes before the scheduled time of the Test. The candidate shall write with black ballpoint pen the required information regarding: Seat Number, Name, Centre Code and Centre of examination in the columns on the Test Booklet without opening the seal.

The candidates are advised not to open/break the seal of the test booklet before they are instructed to do so by the invigilator.

- (ii) In the Test Booklet, there will be 100 items/questions serially numbered from 001 to 100. Each item shall have four options marked (A), (B), (C) and (D). Out of these four options, only one will be correct. The correct options should be selected and marked on the answer sheet.

(B) The Answer Sheet

- (i) An answer sheet will be given to the candidates 20 minutes before the scheduled time of the test.
- (ii) This answer sheet is of a special type and will be scanned on the computer by ICR. Therefore, the candidate shall handle the answer sheet very carefully. There will be two sides of the answer sheet.

iii) SIDE-I

This side of the answer sheet begins with instructions. The following information is to be filled neatly and accurately with a black/blue ball point pen only:

- a) Name
- b) Center Code
- c) Center (city in words)
- d) Application Form No.
- e) Seat no. (as mentioned in Admit Card)
- f) Signature of the candidate with date
- g) Signature of the Invigilator with date
- h) Test Booklet Number:

Each test booklet has a number. Write it at the appropriate place.

(iv) SIDE-II

This side is to be used for marking responses to questions numbered 001 to 100. First, enter your seat number, Test booklet serial number & test booklet code with black ballpoint pen only. For every question number, four circles are provided under columns A, B, C and D. The letters A, B, C, and D also appear within the circles. Darken appropriate circle with black ballpoint pen.

The candidates must indicate their response to the question by darkening the appropriate circle completely. For example: Q.3 Taj Mahal is located in

- (A) Mumbai (C) Delhi
 (B) Agra (D) Jaipur

The correct response is (B). The candidate will locate question number in the answer sheet and darken the circle (B) as shown below:

	(A)	(B)	(C)	(D)
1.	A	A	A	A
2.	A	A	A	A
3.	A	A	A	A
4.	A	A	A	A

If the candidate darkens more than one circle or if he does not mark his response as shown above and marks his response as shown below, his response will be treated as wrong and will not be given marks.

	(A)	(B)	(C)	(D)
1.	A	A	A	A
2.	A	■	A	A
3.	A	A	A	A
4.	A	A	A	●

- (v) The candidates are advised to decide about the answer before they mark it on the answer sheet. They should ensure that the circle is completely darkened. A lightly or faintly darkened circle is a wrong method of marking and may not be accepted by the scanner.
- (vi) If the candidate does not want to attempt any particular question, he is advised to leave circles given against that question blank.
- (vii) The candidate shall not fold the answer sheet; nor shall he/she make any stray marks on it.

(C) Changing an answer

- (i) If a candidate wants to change any answer marked by him on the answer sheet, he shall completely erase the existing mark and then darken the appropriate circle. Candidate must not leave any visible mark in the circle after erasing. Otherwise the response may be rejected by the scanner. Such erasing can be avoided if the circles are darkened thoughtfully.
- (ii) Test booklet number, as filled in by the candidate in the answer sheet, shall be accepted as final for the purpose of evaluation. When the booklet number is left blank or more than one booklet number are indicated on the answer sheet, it shall be deemed as incorrect booklet number and such answer sheet shall not be evaluated.

(D) Black ballpoint pen

The candidate shall bring his own materials such as black ballpoint pen. In case ballpoint pen of any colour other than black is used, the answer sheet may be rejected by the IC R. Under such circumstances the entire responsibility shall rest with the candidate. The candidate must bring good quality black ballpoint pen.

(E) Important Instructions for Marking

- (i) Marking shall be dark and shall completely fill the circle.
 (ii) Darken only one circle for each question.
 (iii) Do not fold the answer sheet or make any stray marks on it.
 (iv) Make the marks only in the spaces provided.
 (v) There shall be no negative markings.

(F) Rough Work

The candidate shall not do any rough work or writing work on the answer sheet. All rough work shall be done in the Test booklet itself.

(G) Merit List

- (i) The Vidyapeeth shall prepare a merit list of the candidates who appear for All India Common Entrance Test, in accordance with the total marks obtained by them in Physics, Chemistry, Botany and Zoology taken together. The candidates shall be called for admission as per their ranking in this list. There shall be no verification of marks or reassessment of papers.
- (ii) The merit list will be displayed on the Vidyapeeth website: www.dpu.edu.in. sufficient eligible candidates in the merit list will be called for counseling and on-the-spot admission session according to their rank in the merit list.
- (iii) Tie-breakers

In case of equal marks at the entrance test, the following procedure shall be adopted for deciding inter-se merit:

First level: A candidate with higher marks in Biology at the entrance test shall be preferred. If the tie still persists, then-

Second level: A candidate with higher marks in Chemistry at the entrance test shall be preferred. If the tie still persists, then-

Third level: A candidate with higher percentage of aggregate marks at the HSC (or equivalent) examination shall be preferred. If the tie still persists, then-

Fourth level: A candidate with higher percentage of aggregate marks at SSC examination shall be preferred.

3.6 Admission Session

- (i) The admission sessions will be conducted at the **Dr. D. Y. Patil Biotechnology and Bioinformatics Institute, Tathawade, Pune.** as per the schedule given in **Calendar of Events** in this brochure. Failure to report for admission on the scheduled date and time shall result in instantaneous cancellation of the claim of the candidate to the seat. It shall be the candidate's responsibility to ascertain the result of entrance test.
- (ii) The candidate shall remain present for on the spot admission, as per the schedule given in **Calendar of Events** in this brochure at his own expense.
- (iii) Only the candidate and one of his/her parents/guardian shall be allowed into the admission hall. The candidates shall be called in the order of their ranking in the merit list.
- (iv) The candidate must note that appearance at the entrance test and inclusion of name in the merit list does not necessarily mean that he/she shall get admission to a course. His/her admission to a course shall depend upon the availability of seats at the time when his/her turn comes.
- (v) At the time of reporting for the admission, the candidate shall produce the documents (original and two sets of photocopies) listed in 'List of Documents' on the Vidyapeeth website. If the candidate fails to produce all or any of the above mentioned documents, his/her claim for a seat shall stand forfeited.
- (vi) The selected candidate shall be required to submit the affidavit in the format given on the Vidyapeeth website and to pay the entire amount of Annual fees and the Vidyapeeth Eligibility fees, on the day of spot admission. **The annual fees** are to be paid through a demand draft, drawn on a nationalized bank favoring '**Director, Dr. D. Y. Patil Biotechnology & Bioinformatics Institute**', payable at Pune. The **Vidyapeeth Eligibility fee** shall be paid in similar manner favoring '**The Registrar, Dr. D. Y. Patil Vidyapeeth, and Pune**'. In case the candidate fails to pay the entire amount of fees, he/she may lose his/her claim for admission to that seat.
- (vii) If any candidate finds it impossible to be physically present for the admission session due to unavoidable circumstances, he/she may authorize any other responsible individual to represent him/her for admission session. This representative must carry with him/her the Letter of Authorization in the format given on the Vidyapeeth website as well as all the documents listed in 'List of Documents' on the Vidyapeeth website. If the candidate or his/her representative fails to report for the admission session on the date and time mentioned in the schedule of admission, his/her claim for admission to the respective course shall stand forfeited.

- (viii) Admissions made at the admission sessions are provisional. These will be confirmed after verification of eligibility of candidates by the Vidyapeeth.

3.7 Waiting List

- (i) A waiting list for admission to the three courses shall be prepared and notified on the Vidyapeeth notice board. The candidates, who desire to have their names included in the waiting list, shall submit their applications for inclusion of their names in the waiting list. If no such application in writing is submitted during the interview, the candidate's name shall not be included in the waiting list.
- (ii) The seats, which become vacant during the admission session, shall be kept vacant. The waiting list shall become operative from 1st Aug. 2017 onwards and the candidates in the waiting list shall be offered seats as per availability of seats. The waiting list shall be operative till all the vacant seats are filled or till 30th September (cut-off date), whichever is earlier.

4. Hostel Accommodation

Hostel and Mess facilities (**on payment basis**) are available on the campus for both boys and girls who wish to avail the same. The rooms are well furnished along with the amenities like Internet facility, Doctor on Call, Hot water facility, Central TV room are also available.

5. Ragging

Ragging in any form is a punishable offence in accordance with the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009", and committing this act of indiscipline shall result in punishment under the provisions of any penal law for the time being in force. On admission, candidates will be provided with detailed guidelines related to Ragging.

As per the recent UGC Regulations, the affidavits to be filed by the Student and their parent about the anti-ragging regulations of UGC, these affidavits need not be on stamp paper nor need to be registered. On the Contrary they should be submitted by the admitted students by submitting these affidavits on-line. **As per UGC regulations mandatory affidavits should be submitted by all old and fresh students and parents / guardians on the UGC website - www.antiragging.in display the step by step guide on "How to fill an online anti ragging undertaking by the student and parent / guardian".**

6. Disputes

Differences of opinion and disputes arising in the interpretation and implementation of the clauses in this brochure, if any, shall be referred to the Vice-Chancellor and his decision shall be final and binding on all the concerned.

7. Court Jurisdiction

Any legal dispute arising out of the admission procedure of these courses and refund of fees of the Vidyapeeth shall be under Pune jurisdiction only.

8. Warning

The candidate seeking admission to any of the course of the Vidyapeeth, is warned against possible cheating by unscrupulous persons, who may promise an assure seat by extracting large sum of money from the candidate/parent. The Vidyapeeth has not appointed any such agent(s). The Vidyapeeth shall not in any way be responsible for the misdeeds of such person(s).

9. Discipline & Conduct of Rules

- i) It is imperative that the students strictly adhere to the day of opening and closing of each term during academic year.
- ii) The students must be present for all class tests, mid term tests, terminal & preliminary examinations. Strict disciplinary action is taken against those students who fail to attend the tests, Practical, Dissections, Tutorials, Demonstration beside clinics and theory classes etc.
- iii) The students should complete all the term work such as Journals, charts or any other assignments as per schedule.
- iv) The students and parents should specially note that, if the students fail to complete the term work regularly and has poor academic performance, he/she will not be granted the term and will not be allowed to appear for the Vidyapeeth examination.
- v) The students should note that, he/she is responsible to the authorities of the institute not only for his/her conduct in the premises; but also for the conduct in general, out side the premises as well as the participation in any political/antisocial elements etc. If he/she is found involved in such activities, strict disciplinary action be taken against him/her.
- vi) The students should help in maintaining the building

decorum and the campus of the institute.

- vii) If a student remains absent for lectures, practicals or class tests examination without prior permission of the Dean or the Head of the departments, he/she will be fined along with other punishments of academic nature as directed by the authorities.
- viii) The students should read the notices regularly on notice boards in the academic complex, library and the department at various notice boards
- ix) As per the rules and regulations of the affiliate Vidyapeeth and the Dental council of India New Delhi, 75% attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practicals, hospital posting and bed side clinics etc. also student must secure at least 50% marks for the total marks fixed for internal assessment in particular subject in order to be eligible to appear in final Vidyapeeth examination of that subject.
- x) If the student remains absent from the institute for a continuous period of ten days without prior permission of the Dean, the management reserves the right to cancel his/her name from the roll. Such students will not be entitled for any refund of fees.
- xi) Ragging is a serious punishable offence. Ragging the students in any form within or outside the college and hostel premises is strictly prohibited. Miscreants will be expelled from the college instantly.
- xii) The Dean reserves the right to remove from the roll the name of any student for failure to pay the college/hostel dues in time.
- xiii) Consuming alcoholic drinks and drugs are strictly prohibited in the premises of the college & hostel. Involvements found in such things will be dealt with seriously.
- xiv) Damaging the property of the college and its sister institutes like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows, panels, vehicles will be viewed very seriously and is likely to result in instant expulsion of the student from college.
- xv) Parents shall verify internal assessment record of their wards. Educational insurance is compulsory for all students.