



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

1. Procedure and

Definitions General Category:

Admissions under this category shall be made on the basis of inter-se merit of the candidates qualified at AIAHCET-17.

NRI/PIO/FN Category:

Candidate under this category is not required to appear for AIAHCET-17. Admissions will be made on the basis of inter-se merit as determined by admission committee appointed for the purpose by the competent authority.

The candidate will be required to pay processing fee of U.S. \$ 200, this amount includes Form fee + Test fee.

In case any seats earmarked for NRI / PIO / FN are not filled by the candidates of any of these sub-categories, such vacant seat(s) shall be filled from the candidates(s) who has/have cleared the AIAHCET-17.

In this context, the bonafide NRIs, PIOs, and Foreign Nationals are defined as follows:

An **NRI** is a person who is “not a resident” or who is “not ordinarily resident” of India. A person is treated as “not ordinarily resident” (i) if he / she has been resident in India for less than 182 days in the year preceding the date of application; or (ii) if he / she has been in India for less than 365 days during the four years immediately preceding the date of application.

A **PIO** is a person having foreign citizenship (except Pakistan and Bangladesh) within NRI status, but who holds a foreign passport at the time of sending application or at the time of consideration for admission and during the period of his study for courses and whose one / both parents or anyone / both grand parents is (or was) are (or were), citizen(s), of India by virtue of the provisions of the Constitution of India or Section 2(b) of Citizenship Act 1955 (Act. No. 57 of 1955).

An **FN** is a person having citizenship of a foreign country (any country other than India) & not having the status “NRI” and / or “PIO.”

2. Rules for Selection and Admission

The admission to B.Optom. (Clinical Optometry) Degree course in Dr. D.Y. Patil Institute of Optometry and Visual Sciences, Pune a constituent college of the Dr. D. Y. Patil Vidyapeeth, Pune, shall be done as per the relevant Rules and Bye laws of the Vidyapeeth. The competent authority has established a coordination committee for conduct of AIAHCET-17 and selection and admission process.

The Lateral Entry Procedure is divided into:

1. **Lateral entry to 2nd year** : All candidates who have successfully completed minimum of 2 years of Diploma in Optometry with minimum 50% (45% for category) from a recognized Institute/College/School approved by the State Statutory or Central Government bodies, with the pre-requisite of 12th Science passed having Physics, Chemistry and Biology / Mathematics with English as primary subjects or Ophthalmic Techniques / Assistant as Vocational subject from 12th class or plus 2 examination pattern are eligible for lateral entry to 2nd year.

- 4.11 Confirm by (Tick mark) the square whether the candidate has offered the specific subjects at HSC / 12th Std. examination.
- 4.12 Columns for the year of passing 10th and 12th standard examination should be filled properly. For example, if the year is 2017, it should be filled as follows: **2017**
- If appearing for HSC / 12th std. examination, darken the circle.
- 4.13 The candidate shall indicate his/her choice of centre by darkening the appropriate circle.
- 4.14 The candidate is not required to enclose originals or photocopies of any certificates with the application form.
- 4.15 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.
- 4.16 An incomplete application form and an application form not accompanied by the processing and entrance test fee (add 250/- for late submission) shall not be entertained and processed. This fee should not be sent by money order. Please note that the processing fee and Entrance Test fee is **non-refundable**.

5. Application Form

- 5.1 The application must reach the University on or before last date (s) mentioned in the **Calender of Events for AIAHCET-2017**
- 5.2 The University 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.

6. Admit cards

- 6.1 All the candidates who have submitted the application form by offline or by online are required to download the Admit Card online two weeks before the day of AIAHCET - 2017. The admit card will indicate the seat number, the examination centre (with its address) allotted to the candidate.
- 6.2 The candidate shall not mutilate the admit card or change any entry made therein after it has been authenticated by the University authorities.

7. Conduct at the All India Allied Health Common Entrance Test - 2017 (AIAHCET-17)

- 7.1 The candidate shall report at the centre at least 30 minutes before the scheduled time of commencement of the Test.
- 7.2 The Test hall shall be opened 30 minutes before the commencement of the test. The candidate is expected to take the seat at least 20 minutes before the commencement of the Test. If the candidate does not report in time, he/she is likely to miss some of the important instructions, which would be announced in the Test hall.
- 7.3 The candidate shall not be allowed to appear for the Test if he/she reaches the Test hall after 11.30 a.m.
- 7.4 The candidate shall bring the admit card and show the same 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.
- 7.5 A seat with a number shall be allotted to each candidate in the Test hall.
- 7.6 A candidate shall not be allowed to carry inside the Test hall any text material, printed or hand written, chits, or any other material, except the admit card and the writing material. The candidate shall not be permitted to bring calculators, slide rules, clerk tables, electronic watches with facilities of calculators, laptops, personal stereo systems, walky-talky sets, paging devices, mobile telephones, or any such objects/ devices in the Test hall. Possession or use of any such devices during the Test is prohibited and the candidate shall be liable to be expelled, if found using or possessing them.

- 7.7 The candidate shall not be allowed to go outside the Test hall for the entire duration of the Test. Once the candidate leaves the hall (even for answering a call of nature), he/she will not be readmitted to the Test hall. No exception will be made in this regard.
- 7.8 Parents, relatives or friends of the candidate shall not be allowed to enter the premises of the centre.
- 7.9 The candidate is advised to bring with him/her a cardboard or a clipboard, on which nothing should have been written. The board shall be useful to them while writing the responses in the answer sheet, in case the tables in the Test hall do not have smooth surfaces.
- 7.10 Smoking, drinking any beverage, or eating anything in the Test hall is strictly prohibited.
- 7.11 The candidate 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 candidate involved in such behavior shall be expelled from the Test hall. Similarly, if any candidate is found using unfair means or is allowing someone else to impersonate him/her, his/her candidature at the Test shall be cancelled on the spot.
- 7.12 During the test, the invigilator may check the admit card of the candidates to satisfy himself 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**.
- 7.13 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/she shall ensure that the seat number, the centre code, the Test booklet number, & code are correctly written on the answer sheet.
- 7.14 A warning bell shall be sounded 5 minutes before the beginning of the test and once again to mark the half time of the test time. A bell shall also be sounded 5 minutes before the closing time when the candidate must stop marking the responses or writing. The last bell shall be given at the end.

8. Mode of the test

The test consists of one question paper of 100 marks. The question paper consists of hundred objective-type Multiple Choice Questions (MCQs), 25 each on Physics, Chemistry, Botany, and Zoology. The duration of the test is 1½ hours.

9. Test Booklet

- 9.1 The candidate shall be provided with a sealed Test Booklet 5 minutes before the scheduled time of the Test. The candidate is advised to use black ballpoint pen only for filling in the required information. The candidate is advised to open/break the seal of the test booklet only after he/she is instructed to do so by the invigilator.
- 9.2 In the test booklet, there will be 100 items/ questions serially numbered from 001 to 100. Each item/question 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.

10. The Answer Sheet

- 10.1 An answer sheet shall be given to the candidates 15 minutes before the scheduled time of the test. Please refer to the specimen answer sheet.
- 10.2 This answer sheet is of a special type and shall 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.

10.3 Side-I

This side of the answer sheet begins with instructions. The following information is to be filled neatly and accurately:

- | | |
|--|--|
| i) Name | ii) Centre (city in words) |
| iii) Seat no. (as mentioned in Admit card of AIAHCET-17) | iv) Centre Code |
| v) Application Form No. | vi) Signature of the Candidate with date |
| vii) Signature of the Invigilator with date | viii) Test Booklet Number |

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

10.4 Side-II

This side is to be used for marking responses to questions numbered 001 to 200. First, enter your seat number Test booklet code, Test booklet serial number. For every question number, four circles are provided. Darken appropriate circles with black ballpoint pen only.

Example:

Q. 3. Taj Mahal is located in

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

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

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

| | (A) | (B) | (C) | (D) |
|---|-----------------------|-----------------------|----------------------------------|-----------------------|
| 1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| 4 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| | (A) | (B) | (C) | (D) |
|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 1 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 2 | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| 3 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input checked="" type="radio"/> |
| 4 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

10.5 The candidate is advised to decide the answer before marking it on the

answer sheet. He/she should ensure that the circle is completely darkened. A lightly or faintly darkened circle is a wrong method of marking and may be rejected by the ICR.

10.6 If the candidate does not want to attempt any particular question, he is advised to leave circles given against that question blank.

10.7 The candidate shall neither fold the answer sheet nor make any stray marks/remarks on it.

11. Changing an answer

11.1 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 ICR. Such erasing can be avoided if the circles are darkened thoughtfully.

11.2 Test booklet number and Code, 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 numbers are indicated on the answer sheet, it shall be deemed as incorrect booklet number and such an answer sheet shall not be evaluated.

12. Pens and Erasers

The candidate shall bring his/her own writing materials. In case any ballpoint pen of any colour other than black is used, the answer sheet may be rejected /may not be read by the ICR. Under such circumstances, the entire responsibility shall rest with the candidate. The candidate must also bring his own eraser of good quality.

13. Marking

There shall be no negative marking.

14. 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.

15. Merit List

- 15.1 The University shall prepare a merit list of the candidates who have appeared for AIAHCET-17 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.
- 15.2 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. There shall be no verification of marks or reassessment of papers of AIAHCET-17.
- 15.3 **Tie-breakers** In case more than one candidate have obtained equal marks at the AIAHCET-17, the following procedure shall be adopted for deciding the inter-se merit:
- First level:** A candidate with higher marks in Biology at the AIAHCET-17 shall be preferred. If the tie still persists,
- Second level:** A candidate with higher marks in Chemistry at the AIAHCET-17 shall be preferred. If the tie still persists,
- Third level:** A candidate with higher percentage of aggregate marks at the HSC (or equivalent) examination shall be preferred. If the tie still persists,
- Fourth level:** A candidate with higher percentage of aggregate marks at SSC examination shall be preferred.

16 Admission Session

- 16.1 The counselling for admission sessions will be conducted at the office of the **Dr. D. Y. Patil Institute of Optometry & Visual Sciences, Pimpri, Pune** as per the schedule. 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 AIAHCET-17.
- 16.2 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.
- 16.3 The candidate should note that appearance at AIAHCET-17 and inclusions of name in the merit list do not necessarily mean that he/she shall get admission to the course. His/her admission to the course shall depend upon the availability of seat at the time of his/her turn for admission.
- 16.4 At the time of reporting for admission, the candidate shall produce the documents (original and two sets of photocopies) and an affidavit, as indicated in the Vidyapeeth letter for counseling / Vidyapeeth website. If the candidate fails to produce all or any of these documents, his/her claim for a seat shall instantaneously stand forfeited.
- 16.5 The selected candidate shall be required to pay the entire amount of annual fee and the University eligibility fee on the day of on the-spot admission itself, through a D.D. drawn on a nationalized bank favoring **The Registrar, Dr. D. Y. Patil Vidyapeeth** payable at Pune. In case the candidate fails to pay the entire amount of fees, he / she shall lose his / her claim for admission to that seat. Separate D.D. for Vidyapeeth Eligibility fees should be brought while attending the counseling and admissions session.
- 16.6 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 a Letter of Authorization in the format available on the Vidyapeeth website, as well as all the documents required. 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 course shall stand forfeited.
- 16.7 Admissions made at the admission sessions are provisional, subject to verification of eligibility by the Vidyapeeth.

3. Waiting List

17.1 A waiting list for admission to the course shall be prepared and notified on the Vidyapeeth website. The candidate, who desires to have his /her name included in the waiting list, shall submit the application for inclusion. If no such application in writing is submitted during the interview, the candidate's name shall not be included in the waiting list.

17.2 The seat that becomes vacant during the admission session shall be kept vacant. The waiting list of the course shall become operative after completion of the first round of counseling.

i) **Fee Structure: (B.Optom.)** Annual fees payable by the candidates under different categories is as follows:

| Particulars | General Category | NRI / PIO / FN Category |
|-------------|--|-------------------------|
| Annual Fee | Will be notified on the Vidyapeeth Website | |

(Note: Annual Fee includes Tuition Fee, Development Fee, and other Fee)

The Annual fee shall be increased by 3% each year except NRI/PIO/FN category.

18.1 The Annual fee is to be paid by a Demand Draft (DD) drawn in favour of “**Registrar, Dr. D. Y. Patil Vidyapeeth**” payable at Pune by the student at the time of counseling and issue of admission letter.

18.2 University Eligibility & Registration Fee (One-time Fee)

15% (Fifteen Percent) of the Annual Fee, payable for the first year only, shall be paid by the student separately at the time of filling in the Eligibility Application, as University Eligibility & Registration Fee. This fee shall be paid by a Demand Draft (DD) drawn in favor of “**Registrar, Dr. D. Y. Patil Vidyapeeth**” payable at Pune.

(Note: The Vidyapeeth Eligibility & Registration Fee is non-refundable.)

18.3 University Examination Fee

In addition to the above fees, the student shall pay the University Examination Fee as prescribed by the Vidyapeeth from time to time. Other conditions and formalities shall be as per the Rules of the Vidyapeeth.

2) Rules for cancellation of an Admission and Refund of Fees:

3. Admission to the course can be cancelled at the request of the student, on submission of an application, within time.

4. The Student applying for cancellation of the admission on or before the last date of admission, he will be entitled to get refund of fees as per rules notified on the website.

i) Hostel Accommodation

Hostel and Mess facilities are available to all the candidates who require the same.

ii) 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".**

11. Disputes

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

12. Court Jurisdiction

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

13. Warning

The candidate seeking admissions to any course of the Vidyapeeth is warned against possible cheating by unscrupulous persons, who may promise and assure seats by extracting large sums of money from the parents/candidates. The University has not appointed any such agent(s). The University shall not, in any way, be responsible for the misdeeds of such person(s).

14. Discipline & Conduct of Rules

- 25.1 **It is imperative that the students strictly adhere to the day of opening and closing of each term during academic year.**
- 25.2 The students must be present for all class tests, mid-term tests, terminal, and preliminary examinations. Strict disciplinary action is taken against those students who fail to attend the Tests, Practicals, Dissections, Tutorials, Demonstrations, beside clinics and theory classes etc.
- 25.3 The students should complete all the term work such as journals, charts, or any other assignments as per schedule.
- 25.4 The students and parents should specially note that if a student fails 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 university examination.
- 25.5 The student 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, outside the premises as well as the participation in any political / anti social activities etc. If he/she is found involved in such activities, strict disciplinary action shall be taken against him/her.
- 25.6 The students should help in maintaining the building decorum and the campus of the institute.
- 25.7 **If a student remains absent for lectures, practicals or class tests/ examination without prior permission of the Director or the Head of the departments, he/she will be fined along with other punishments of academic nature as directed by the authorities.**
- 25.8 The students should read the notices displayed on various notice boards in the academic complex, library, and the department regularly.
- 25.9 **As per the rules and regulations of the statutory council and the Vidyapeeth, 80% attendance in non-lecture teaching, i.e. seminars, group discussion, tutorials, demonstrations, practicals, hospital posting, and bedside clinics etc. is compulsory. Further, the student must secure at least 50% marks out of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.**
- 25.10 **If the student remains absent from the institute for a continuous period of ten days without prior permission of the Director, the management reserves the right to cancel his/her name from the roll. Such a student will not be entitled for any refund of fees.**
- 25.11 **Ragging is a serious cognizable offence. Ragging the students in any form within or outside the college and hostel premises is strictly prohibited. Miscreants will be expelled from the institute instantly.**

- 25.12 The Director reserves the right to remove from the roll the name of any student for failure to pay the college/hostel dues in time.
- 25.13 Consuming alcoholic drinks and drugs is strictly prohibited in the premises of the college and hostel. Involvement found in such things will be dealt with seriously.
- 25.14 Damaging the property of the college and its sister institutions, e.g. tampering with fixtures, fittings, equipment, instruments, furniture, books, periodicals, walls, windows, panels, vehicles etc. will be viewed very seriously and is likely to result in instant expulsion of the student from college.
- 25.15 Parents shall verify internal assessment records of their wards.
- 25.16 Educational insurance is compulsory for all students.

Scheme of Entrance Test

- 13. Duration: The paper will be of 1½ hrs. duration.
- 14. Marks: Maximum marks will be 100
- 15. Questions: There will be 100 objective type Multiple Choice Questions (MCQs). Each MCQ will have four answer options and a single best response.
- 16. Negative marking: There will be no negative marking.
- 17. Standard/Level of test: HSC examination standard
- 18. Paper I: Physics and Chemistry (25 marks each)
- 19. Paper II: Biology (Botany and Zoology) (25 marks each)