

PROSPECTUS 2013 ACDS

ADMISSION TO BDS COURSE - 2013

CANDIDATES ARE REQUIRED TO SUBMIT THE APPLICATION FORM ALONGWITH COPY OF NEET APPLICATION FORM IMMEDIATELY AND SUBSEQUENTLY SUBMIT THE NEET MERIT CARD AFTER DECLARATION OF NEET RESULTS IMMEDIATELY WITHOUT FAIL

RAGGING IS FORBIDDEN AND IS A PUNISHABLE OFFENCE

ADDRESS TO BE CONTACTED

Army Welfare Educational Society (AWES)
Adjutant General's Branch
Integrated Headquarters of MOD (Army)
Building No 202, Shankar Vihar
Delhi Cantonment
New Delhi – 110 011.

Headquarters Southern Command (AWES)
Pune – 01

Headquarters Northern Command (AWES)
C/O 56 APO

Headquarters Eastern Command (AWES)
C/o 99 APO

Headquarters South Western Command (AWES)
C/O 56 APO

Headquarters Western Command (AWES)
C/o 56 APO

Headquarters Central Command (AWES)
C/O 56 APO

HQ ATNK & K Area (AWES)
Island Grounds
Chennai

Headquarters Andhra Sub Area (A)
Secunderabad – 10
PIN – 900 453

Army College of Dental Sciences
ACDS Nagar (Chennapur – CRPF Road)
Jai Jawahar Nagar (PO)
Secunderabad – 500 087.

Website - www.acds.co.in
E- Mail - army_c@rediffmail.com
Phones - 040 – 20080243

CONTENTS

		Page No
1.	Managing Committee	- 4
2.	General Information	- 5
4.	Admission Criteria	- 6
5.	Selection Procedure	- 11
6.	Documents required	- 12
7.	Admission process	- 12
8.	Fees & Refund	- 13
9.	Important dates	- 18
10.	Certificates	- 19

ATTACHED DOCUMENTS

1. Application Form with envelope
2. Certificates 1 to 8 (Formats Given in Prospectus)
3. Acknowledgement Card
4. Envelope for Call letter

ADDRESS FOR CORRESPONDENCE

ARMY COLLEGE OF DENTAL SCIENCES
ACDS Nagar(Chennapur-CRPF Road),Jai Jawaharnagar Post,
Secunderabad – 500 087

Phones :040-20080243

E-mail : army_c@rediffmail.com Website: www.acds.co.in

Headquarters Andhra Sub Area : 27886208

Note :- Prospectus and Application Form are available at the ACDS/Comd HQ (AWES)/ Army HQ (AWES), New Delhi. Application Form can also be downloaded from college website ; in which case the filled up application form has to be accompanied by draft for Rs 650/-. Cost of Prospectus & Application Form for ACDS – Rs 650/- (By Hand through DD), Rs 700/- (By Registered Post).

Lt Gen AK Singh, AVSM, SM,
VSM, ADC

- GOC – in – C
HQ Southern Command

- Patron in Chief

MANAGING COMMITTEE

Lt Gen VK Pillai, AVSM, SM

- GOC ATNK & K Area,
Chennai

- Patron

Brig Sunil B Bodhe

- Offg GOC, HQ Andhra Sub Area,
Secunderabad

- Offg Chairman

Brig Ajay Banarji

- Comdt MH
Secunderabad

- Member

Dr K Yellamma Bai

- Principal, ACDS
Secunderabad

- Member

Col Rajnish Kapoor

- Col 'A' HQ Andhra Sub Area,
Secunderabad

- Member

Col Kirpal Singh

- Registrar ACDS,
Secunderabad

- Member

KINDLY NOTE

1. WRITE MAILING ADDRESS CLEARLY ON THE DOCUMENTS.
2. AFFIX POSTAL STAMPS ON ENVELOPE FOR CALL LETTER AND ACKNOWLEDGEMENT CARD.
3. DO NOT PIN / STAPLE / TAG THE APPLICATION FORM.
4. DO NOT FOLD THE APPLICATION FORM.
5. SEND BACK THE DULY FILLED APPLICATION FORM ALONG WITH NECESSARY DOCUMENTS ON OR BEFORE 20 Jun 2013 (WITH LATE FEE OF Rs 300/- UPTO 25 Jun 2013)

GENERAL INFORMATION

THE COLLEGE

1. Army College of Dental Sciences, Secunderabad has been established under the aegis of Army Welfare Education Society as a Centre of Excellence for Dental education. The College aims at imparting a high standard of dental education coupled with the development of good moral character for the children of regular Army personnel/regular Army pensioners and war widows. Army College of Dental Sciences, Secunderabad is affiliated to Dr NTR University of Health Sciences, Vijayawada (A.P). The College has been Recognised by the Dental Council of India and Ministry of Health & Family Welfare vide their Gazette No 23 dated 9 Jun 2007 for an intake of 40.

2. The Army College of Dental Sciences is **Private Un-Aided & Non-Minority, Educational Institution.**

COURSE AND SEATS

3. The College offers the course leading to award of degree of **Bachelor of Dental Surgery** by Dr NTR University of Health Sciences, Vijayawada, Andhra Pradesh. The duration of the course is four years of active study plus twelve months of training of rotatory internship. PG courses in the departments of Pedodontics & Preventive Dentistry, Orthodontics & Dentofacial Orthopedics, Oral & Maxillofacial Surgery, Prosthodontics and Crown & Bridge, Conservative Dentistry & Endodontics and Periodontology have commenced.

Number of seats in BDS for each academic year:-

(a)	NEET merit candidates of Army/Retired Army Children	-	34
(b)	Dr NTR UHS A.P. Selected Candidates	-	<u>06</u>
	Total		<u>40</u>

CAMPUS AND HOSTEL

4. The campus is self-contained with hostel, sports fields and other amenities. It is well connected by city Bus Service (211M from Secunderabad Station) with Secunderabad and Hyderabad cities, Railway Stations and Airport. Separate hostels have been constructed for boys and girls and experienced wardens ensure efficient functioning. The students will be provided with all facilities in the hostel to make them feel 'at home' so that they can focus on academics. Spacious dining halls with modern cooking amenities have been provided to ensure hygienic food to the students. Hostel stay is compulsory for all students and students are not permitted to stay outside under own arrangement. Lodging and messing expense will be borne by the students.

LIBRARY

5. A well-stocked library with technical textbooks, reference books and journals is available for use by students. Internet and photo copying facilities are available in the Library.

HEALTH & RECREATIONAL FACILITIES

6. (a) Excellent games, sports and health club facilities are available to promote sports and health activities.
- (b) The ACDS campus is self-contained in recreational facilities and amenities such as auditorium, Gymnasium and cafeteria.
- (c) Room facilities are available on the campus under a trained Nurse. Sick students, are referred to MH Secunderabad whenever required. Dependency certificates/ECHS card details should be submitted to ACDS by all parents at the time of admission of their children.

ADMISSION CRITERIA

7. Admission to the first year of the B.D.S degree course at the Army College of Dental Sciences, Secunderabad for 34 seats will be reserved for wards of serving Army personnel/retired Army Personnel/ widows of the Army on inter-se merit of the candidates in the NEET BDS 2013. Remaining 6 seats will be filled by Dr NTR University of Health Sciences, Vijayawada (A.P).
8. Candidates will be initially granted PROVISIONAL admission and will be considered final on acceptance of eligibility by Dr NTR University of Health Sciences, Vijayawada, A.P.
9. The college management reserves its right to deny the admission to any student in the event the admission is found to be irregular or violating any rules and/or regulations framed under any statute or statutes.

ELIGIBILITY CRITERIA

10. Eligibility For Admission To AWES Professional Colleges - The admission to ACDS is for the children of eligible of serving Army Personnel, eligible ex Army personnel and widows of the Army. The children of following categories of Army personnel are eligible and they are required to submit the relevant certificate as given against the category applicable to them as proof of their eligibility for admission to ACDS alongwith the Application Form :-

- (a) The applicants must fall into one of the following categories : -
- (i) Children of serving Army personnel with minimum 10 years continuous service in the Army (**Submit Certificate No 1**).
 - (ii) Children of ex Army personnel granted/awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board/invalided medical board. This includes wards of recruits medically boarded and granted disability pension (**Submit Certificate No 1**).
 - (iii) Children of ex Army personnel who have taken discharge or released after ten years of service (**Submit Certificate No 1**).
- (b) **Adopted/Step children and children of Remarried Widows**
- (i) Adopted Child of Army personnel if adopted at least five years prior to seeking admission. (**Submit Certificate No .2**).
 - (ii) Step Children are eligible provided they are born from a wedding where at least one parent belonged to the Army who is other wise eligible. (**Submit Certificate No.2**)
- (c) **Eligibility Criteria in Special Cases**
- (i) **Eligibility Criteria for wards of Ex Army Medical Corps Officers/Army Dental Corps Officers presently serving with Indian Navy or Indian Air Force(IN/IAF).** Wards of only those ex Army medical officers/Army Dental Corps officers presently serving with Indian Navy or Indian Air Force who have served with the Army for at least 10 years (**Submit Certificate No.3**).
 - (ii) **Eligibility Criteria for Children of APS/MNS/TA Personnel (Submit Certificate No.3)**
 - (aa) Children of APS Personnel classified as ex servicemen as per Govt. of India, Ministry of Defence letter No 9 (52)/88D (Res) dated 19 Jul 1989.
 - (ab) Children of those APS personnel who are on deputation and who have put in 10 years of service in the Army.
 - (ac) Children of APS personnel, who are directly recruited into APS who have completed 10 years of service and of those who as per their terms and conditions of service, retired from APS without reversion to P&T Department after completing their minimum pensionable service of which 10 years was in the Army.

(ad) Children of only those members of MNS who have 10 years service as regular members of MNS or are in receipt of pension from the Army.

(ae) Children of only those TA Personnel who have completed 10 years of embodied service.

Note: - 1) The management reserves the right to include any other eligibility criteria from time to time in addition to the above.

(2) Unrecognized certificates as per Govt of India rules are not valid. The Pre-University certificates issued by Janardhan Rai Nagar, Rajasthan Vidyapeeth (Deemed) University, Rajasthan state is not valid.

(3) Student who fails to clear I BDS Exams in three years will automatically forego his seat/admission to BDS. He/She will have to pay up all five years fees to be given clearance.

(4) Mid course withdrawal will be permitted only after payment of full five years of tuition fee, Miscellaneous and Hostel fee.

11. Physical Fitness. The candidate should be certified by MH/Authorized Medical Attendant to be in a state of good physical and mental health to pursue the course. A certificate to this effect on the enclosed form (Certificate No 4) is required to be submitted by the candidate.

12. Educational Qualifications. No candidate shall be allowed to be admitted to the Dental Curriculum of Bachelor of Dental Surgery (BDS) course until he/she has passed qualifying examination as under:-

(a) The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;

Or

(b) The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subject.

Or

(c) The pre-professional/pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre university or an equivalent examination. The pre-professional/premedical examination shall include a practical test in Physics, Chemistry and Biology and also English as a compulsory subject.

Or

(d) The first year of the three years degree course of a recognized university with Physics, Chemistry and Biology including a practical test in three subjects provided the examination is a "university examination" and candidate has passed 10+2 with English at a level not less than a core course.

Or

(e) B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further that he/she has passed the earlier qualifying examination with the following subjects Physics, Chemistry, Biology and English.

Or

(f) Any other examination which, in scope and standard is found to be equivalent to the Intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology including practical test in each of these subjects and English.

13. Minimum Aggregate. He/She must have passed in the subjects individually and must have obtained a minimum of 50% marks in Physics, Chemistry and Biology taken together as one and in the same sitting. Compartmental Pass candidates are not eligible for admission.

14. Age. (i) The candidate should have completed the age of 17 years at the time of admission or will complete this age on 31st December of the year of his admission. Candidate should have passed the two years Intermediate or equivalent course thereof, with science subjects Viz; Physics, Chemistry and Biology (Botany and Zoology) securing a minimum of 50% from a recognized Indian Intermediate Board or University. Candidate possessing qualification of a university/Intermediate Board outside the State should produce the certificate of equivalence from the Registrar, Dr NTR University of Health Sciences, Vijayawada (A.P).

(ii) BSc (Part I) Examination of an Indian University as laid down by the University Grants Commission. A student who has passed BSc. Examination with one or more of the subjects mentioned in (a) i.e. Physics, Chemistry and Biology would be admitted to the dental course if he/she has passed the remaining subjects in the Intermediate Examination.

(iii) Should have secured not less than 50% of marks on the aggregate of the above subjects in the qualifying examination and competitive exam.

(iv) The candidate should be medically fit.

15. Ensuring Eligibility. Ensuring that a candidate fulfills all conditions/qualifications for eligibility in the BDS Course is the responsibility of the candidate. The eligibility of the candidate will be verified by the ACDS at the time of admission and also later during the scrutiny of papers by the University. If a candidate is found to be ineligible at any stage during the entire process, the College reserves the right to cancel his/her candidature.

WEIGHTAGE FOR GALLANTRY AWARD WINNERS
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16. **Weightage.** The wards of the Gallantry Award Winners have to submit certificate No 9 and will be given weightage in admission as under:-

(a)	<u>Gallantry Award</u>	<u>Weightage</u>	<u>Short Name</u>	<u>Code No</u>
(i)	Param Vir Chakra	- 5%	PVC	E-5
(ii)	Ashok Chakra	- 5%	AC	E-5
(iii)	Mahavir Chakra	- 4%	MVC	D-4
(iv)	Kirti Chakra	- 4%	KC	D-4
(v)	Vir Chakra	- 3%	VrC	C-3
(vi)	Shaurya Chakra	- 3%	SC	C-3
(vii)	Sena Medal (Gallantry only)	- 1%	SM	A-1
(b)	<u>Distinguished Service in War/Conflict/Hostilities</u>			
(i)	Sarvottam Yudh Seva Medal	- 3%	SYSM	C-3
(ii)	Uttam Yudh Seva Medal	- 2%	UYSM	B-2
(iii)	Yudh Seva Medal	- 1%	YSM	A-1
(c)	<u>Mention in Dispatches</u>	- 1%	M-I-D	A-1
(d)	<u>War Widows</u> (Submit Certificate 6)	- 5%	WW	E-5

Note : The percentage will be that of the marks obtained in the NEET BDS 2013, which will be added to actual marks scored by the candidate.

17. **Proof of Gallantry Award.** A certified photocopy of the Part II order/Gazette notification confirming the award/Copy of Certificate, should be attached with the Application Form for claiming the weightage for gallantry awards. For Sena Medal (Gallantry) a certificate has to be obtained from MS-X that the Sena Medal awarded to the Service/Ex-service personnel is for acts of Courage/Bravery.

NOTE : 1) IT IS THE RESPONSIBILITY OF THE CANDIDATES TO ASCERTAIN WHETHER THEY POSSESS THE REQUISITE ELIGIBILITY & QUALIFICATIONS FOR ADMISSION. HAVING BEEN CALLED FOR WRITTEN TEST DOES NOT NECESSARILY MEAN ACCEPTANCE OF ELIGIBILITY. FINAL ELIGIBILITY FOR ADMISSION WILL BE DECIDED BY ACDS & Dr N.T.R.UNIVERSITY OF HEALTH SCIENCES, VIJAYAWADA (A.P).

MODE OF SELECTION FOR ADMISSION

18. (a) The admission will be strictly on merit ranking, based on marks obtained in NEET BDS 2013.
- (b) The merit list will be prepared based on the aggregate marks obtained by the candidates in the NEET.
- (c) In case of vacant seats due to certain candidates declining to join/not joining on due date, the vacancy so created will be offered to the candidate next in merit and so on.
- (d) Six seats will be filled from merit candidates by Dr NTR University of Health Sciences, Vijayawada (A.P).

FILLING UP OF APPLICATION FORM

19. Application Form is enclosed in the envelope. Candidate must affix adequate postage for Registration charges failing which call letter will be dispatched by normal post only. Incomplete or Improperly filled Application Form are likely to be rejected. Application forms duly completed in all respects alongwith documents must reach Principal ACDS, Secunderabad within the dates specified below :-

- (a) Without late fee on or before - 20 Jun 2013
- (b) With late fee of Rs 300/- in favour of ACDS payable at Secunderabad A.P. - on or before 25 Jun 2013.
(enclose DD for Rs 300/-)

20. Candidates should fill in the Application Form very carefully. If the candidate knowingly furnishes false information, admission will be cancelled at any stage and fees paid will not be refunded. College is not responsible for rejection of Application Forms wrongly filled/ documents found missing. Application Form without photographs will not be entertained.

21. **Late Receipt and Caution on Courier Service.** ACDS will not accept Application Forms received later than 25 Jun 2013 without late fee. Condoning delay on account of postal strikes/lapses by courier services will not be done. It has been experienced that courier services are NOT always effective in ensuring timely deliveries at ACDS. These must therefore be utilised only at the applicants' own risk.

Note :- Completed application forms should be preferably sent by Registered with A/D or speed post as private courier services are not effective in ensuring timely delivery at ACDS.

NOTE : If there is any change in address after filling the Application Form, It is the responsibility of both parents and students to inform ACDS through to by post/ e- mail and to check with ACDS time to time regarding admit card, results and dates for counseling. ACDS is not responsible for the miscommunication due to the change in address of the candidate.

DOCUMENTS REQUIRED

22. Application Forms must be accompanied by the documents indicated below :-
- Xerox copy of NEET UG-2013 application form ,hall ticket (merit card of NEET PG-2013 Immediately after NEET results)
 - Proof of age as it appears in the mark sheet of SSC/Class 10/ equivalent examination.
 - Certificate of passing or appearing (10+2) CBSE/equivalent qualifying examination.
 - Mark sheet showing PCB marks obtained in the qualifying examination in case, the applicant has already passed the same.
 - Address for correspondence (appendix 'A')
 - GAP Affidavit (as per Appendix 'B')

23. Copies of certificates attached to the Application Form (whether Xerox or typewritten), should be attested by the Principal of the College / Gazetted Officer/ Special Executive Magistrate / Head Master of Secondary School or a Staff Member of a College not below the grade of Lecturer.

RESULTS AND NOTICE OF ADMISSION

24. Candidates are advised to check the ACDS website (www.acds.co.in) on 1st week of Jul for the list of candidates to attend counseling.

ADMISSION PROCESS

25. **Counselling.** Counselling will commence from 19 Jul 2013 onwards. Provisionally eligible candidates will be called strictly in order of their merit in NEET 2013. Following **documents in original** are required to be produced by the candidates at the time of counselling:-

- Hall ticket and Rank/Merit Card of NEET BDS -2013.
- Proof of age as it appears in the mark sheet of SSC/Class 10/equivalent examination.
- Certificate of passing the (10+2) CBSE/equivalent qualifying examination.
- Mark sheet of passing the (10+2) CBSE/equivalent qualifying examination.
- School/Institute leaving certificate (after qualifying in 10+2 equivalent examination).
- Proof of eligible category as per para 10 (Certificate as applicable).
- Certificates (As applicable from 1 to 8)
- PPO In original (for verification only)
- Migration Certificate.
- Photograph – Stamp Size – 08, Passport Size – 08.
- Medical Certificate as prescribed in the form (certificate No 4).
- undertaking by parents and students (As per Appendix `C`)

26. If the candidates do not produce above mentioned documents at the time of counselling their candidature will be cancelled and no representation in this respect will be entertained. No candidate will be admitted provisionally/awaiting result of the qualifying examination. If at any point of time in the process of examination, selection or studies, the documents of the candidate are found to be false/not authentic or any other discrepancy is observed, the candidature/selection/admission of the candidate will be cancelled forthwith. The presence of the candidate is mandatory at the time of Counselling.

27. No seats will be kept vacant for candidates higher in merit in waiting list if they fail to report on the date called for reporting. In case of vacant seat due to certain candidates declining to join /not joining on due date the vacancy so created will be offered to the candidate next in merit and so on.

28. **Provisional Admission.** All admissions made by ACDS are provisional. An admission will be considered final only when the eligibility criteria are met and the admission of the candidate to the course is confirmed by the University. The rules and regulations of Dr NTR University of Health Sciences, Vijayawada shall apply to all admission procedure.

FEES AND REFUNDS

FEES FOR NEET CANDIDATE

29.

(I) **First Year**

(a) Refundable security deposit : Rs 40,000/-
(Interest free security deposit once at the time of admission, refundable after 5 years or on completion of the course)

(b) Tuition Fee Allied charges

(i)	Tuition Fee incl University fee,	: Rs 1,35,000/-
(ii)	Library & Annual digital library Subscription for Dr NTR UHS	: Rs 2,500/-
(iii)	Building Maintenance	: Rs 4,000/-
(iv)	Sports Fund	: Rs 2,000/-
(v)	Tpt Fund	: Rs 6,000/-
(vi)	Contingency Fund	: Rs 11,000/-
(vii)	Equipment Maintenance	: Rs 5,000/-
(viii)	Electricity & Water	: Rs 8,000/-
(ix)	Hostel Fee	: Rs 26,000/-

TOTAL

Rs 2,39,500/-

Note : 1) The above fees is for the first year of five years BDS course only. The college being a private, unaided, non-minority institution shall be entitled to vary the fees from time to time and year to year, and the fees varied from year to year as per A.P Fee Fixation Committee shall be binding on the students seeking admission to the first year of five years BDS course.

2) If the candidate has already paid the University Registration fee and the Digital Library Subscription at the time of counseling, then, only the balance amount is to be paid in the college at the time of admission.

II). MODE OF PAYMENT

OPTION I : ONE TIME PAYMENT

(i)	Refundable security deposit	: Rs 40,000/-
(ii)	Tuition Fee incl University fee	: Rs 1,35,000/-
(iii)	Library & Annual digital library Subscription for Dr NTR UHS	: Rs 2500/-
(iv)	Building Maintenance	: Rs 4,000/-
(v)	Sports Fund	: Rs 2,000/-
(vi)	Tpt Fund	: Rs 6,000/-
(vii)	Contingency Fund	: Rs 11,000/-
(viii)	Equipment Maintenance	: Rs 5,000/-
(ix)	Electricity & Water	: Rs 8,000/-
(x)	Hostel Fee	: Rs 26,000/-

TOTAL

Rs 2,39,500/-

OPTION II: IN TWO INSTALLMENTS

(a) First Installment (at time of Counselling)

(i)	Refundable Security Deposit	: Rs 40,000/-
(ii)	Tuition fee, University fee, Admission fee Processing fee, Equivalence cert fee Printing and Stationery, Transport, Equipment & Maintenance & Hostel fee.	: <u>Rs 1,35,000/-</u> <u>Rs 1,75,000/-</u>

(b) Second Installment (on or before 31 Oct 2013)

(i)	Balance of college fee	: Rs 38,500/-
(ii)	Hostel fee	: <u>Rs 26,000/-</u> <u>Rs 64,500/-</u>

(c) In addition to the above, fee the following charges have to be paid by the students on yearly basis :-

(i) Messing Charges. Monthly messing will be approximately Rs 2100/- (approx Rs 70/- per day) or actual as quoted by the contractor. Payment for eleven (11) months (Rs 23,100/-) has to be made in advance at the time of admission every year.

(ii) Gymnasium. Gymnasium has been installed in the college campus for students. Gym charges for Rs 600/- per year (i.e Rs 50/- per month) to be charged to meet the expenditure (i.e. Security, attendants, Elect, Main and upkeep)

(iii) AWES Insurance. AWES Insurance premium for Rs 120/- per year required to be paid by the candidate every year.

NOTE : Dr NTR University of Health Science selected students to pay additional Rs 750/- for Prospectus and Application Form.

NOTE: 1) FEES AND EXPENSES ARE SUBJECT TO REVISION WITHOUT NOTICE BY THE MANAGEMENT/UNIVERSITY AS AND WHEN REVISED BY THE COMPETENT AUTHORITY FROM TIME TO TIME. INCREASE OF FEES IF ANY WILL BE INTIMATED SEPARATELY AND WILL BE PAYABLE FOR THE ACADEMIC SESSION. AN INCREASE OF 20% PER YEAR SHOULD BE PLANNED FOR).

REFUNDS

30. Refund of Fees : Rules regarding refund of fees will be as per AWES New Delhi, letter No B/45710/R/AWES dated 30 Dec 2008.

NOTE :- Refund of fee after taking admission to the course for the withdrawn candidates will only be paid after closure of admission i.e. after 30 Sep 2013.

(a) **Refund of Fee before commencement of the course/Cut off Date.** In case of withdrawal before commencement of the Course, full fees less Rs 1000/- as processing charges will be refunded.

(b) **Refund of Fees after Commencement of the course but before Last Date of Admission if Seat is filled by Another Candidate.** Refund of fees after Commencement of the course but before last date of admission, if seat is filled by another candidate will be as under :-

- | | | | |
|--------|--------------------------|---|--|
| (i) | Initial Registration | - | Full Registration fees less Rs 1000/- processing charges. |
| (ii) | Admission Fees | - | To be refunded |
| (iii) | Security Deposit | - | To be refunded in full |
| (iv) | Student Association fees | - | To be refunded |
| (v) | Tuition Fees | - | As per actual, A single day of the month will be treated as a month |
| (vi) | Hostel Charges | - | As per actual, A single day of the month will be treated as a month |
| (vii) | Messing Charges | - | As per actual, A single day of the month will be treated as a month. |
| (viii) | Other Charges | - | As per actual, A single day of the month will be treated as a month |

(c) **Refund of Fees After Commencement of the Course if Seat Remains Vacant.** Refund of fees after commencement of course in case seat is not filled by another candidate will as under :-

- | | | | |
|-------|---------------------------|---|--|
| (i) | Initial Registration fees | - | No Refund |
| (ii) | Admission fees | - | No Refund |
| (iii) | Security Deposit | - | To be refunded |
| (iv) | Tuition fees | - | One year fee to be retained.
(Adjusted against security deposit) |
| (v) | Hostel Charges | - | One year hostel charges to be retained. |
| (vi) | Messing Charges | - | As per actual, A single day of the month will be treated as a month. |
| (vii) | Other Charges | - | As per actual, A single day of the month will be treated as a month. |

(d) **Withdrawal of students after first year year/subsequent years.** If a student withdraws after first year or later due to any reason whatsoever, clearance certificate would only be given to him/her after ensuring the following:-

(i)	Registration Fee	-	No Refund
(ii)	Admission Fees	-	No Refund
(iii)	Security Deposit	-	To be adjusted against tuition fee for Balance period of the course
(iv)	Student Association Fee	-	No Refund
(v)	Tuition Fees	-	To be Charged balance period of the entire course.
(vi)	Hostel Charges	-	Room rent for complete duration of the course to be charged.
(vii)	Messing	-	As per actual. A single day of the month will be treated as a month.
(viii)	Other Charges	-	As per actual. A single day of the month will be treated as a month.

ACCIDENTS

31. The College authorities are taking all precautions for proper care of the students. However, the College will not be responsible for any unforeseen accident or death of the students during the training and stay at the College.

DISCIPLINE & SOCIAL BEHAVIOUR

32. (a) The discipline and good behavior of the students will be governed by the University and AWES regulations framed from time to time. The University empowers the College authorities to take disciplinary action including rustication of the students found indulging in any disciplinary act or Ragging. **Ragging in any form is banned and is Punishable offence. (Refer Appx`D`)**.

(b) In keeping with our rich and diverse Indian Culture, boys & girls are expected to behave in a matured manner.

ENQUIRIES

33. Queries on any other information can be enquired from Academic section/C-WAT cell Telephone Number **040-20081759/ 20080243**, E-mail : **army_c@rediffmail.com**.

LEGAL JURISDICTION

34.. Any dispute regarding the terms and conditions of the admission, sale of prospectus, conduct of admission, course, fees, examination, promotion, attendance, pass marks. concerning the Army College of Dental Sciences, Secunderabad shall be subject to the jurisdiction of the courts situated at Ranga Reddy District, Andhra Pradesh only.

ARBITRATION

35. Any dispute concerning the interpretation of any of the terms and conditions of admission and any of the paragraphs of this prospectus or any dispute concerning the sale of prospectus, conduct of admission, course, fees, examination, attendance, pass marks, valuation of papers etc., shall be resolved amicably. If the student or any parent representing any minor student and the college fails to resolve the dispute amicably, the matter should be referred to the sole Arbitration of the Chairman or any other person(s) nominated by the Chairman.

36.. The award passed by the sole Arbitrator shall be binding on both the parties. The place of arbitration shall be at Secunderabad or the college premises only and the provisions of Arbitration and Conciliation Act, 1996 shall apply to the arbitration proceedings. The courts situated at Secunderabad and Ranga Reddy District alone shall have the jurisdiction to entertain any application or litigation concerning the arbitration.

APPEAL

37. Any student aggrieved by any order or orders passed by any authority or authorities of Army College of Dental Sciences shall be entitled to prefer an appeal before the Managing Committee represented by the Member Secretary and Registrar within a period of 30 days from the date of any such order and the Member Secretary shall place the appeal before the Managing Committee for passing appropriate orders. The Managing Committee presided over by the Chairman may provide the right of hearing to the student or the parent and pass appropriate orders in the form of resolution and communicate the decision of the Managing Committee/ Appellate Authority. Unless and until the remedy of appeal is availed by the student/parent, the arbitration clause cannot be invoked. The Appellate Authority or Managing Committee shall have the jurisdiction to entertain appeal concerning any grievance of the student connected with payment of fees, disciplinary action taken by the college, punishment imposed in case of malpractice or any act of misconduct, attendance, pass marks, valuation of papers etc. Wherever the matter concerns the interpretation of rules, regulations, ordinances of Dr NTR University of Health Sciences or A.P. Universities Act, 1991 the Managing Committee/Appellate Authority shall have the right to direct the student(s)/parent(s) to Dr NTR University of Health Sciences or any other authority or authorities for the relief prayed for. The Appellate shall not pass any order or orders concerning any matters covered by the rules, regulations, ordinances, etc., to be interpreted by the University of Health Sciences.

IMPORTANT INSTRUCTIONS

1. **FILL THE FORM IN BLOCK LETTERS ONLY, LETTERS SHALL BE WITHIN THE BOX. LEAVE ONE BOX BLANK BETWEEN WORDS/FOR SPACE.**

Name	N	E	H	A		A	G	A	R	W	A	L						
Address	H	N	O		2	5	/	3	1	6		M	O	O	N		S	T
	R	E	E	T		D	E	H	R	A	D	U	N					
	U	T	T	A	R	A	N	C	H	A	L							

2. **USE BLUE / BLACK INK OR BALL PEN ONLY.**
3. **PASTE PHOTO AT APPROPRIATE PLACE. DO NOT SIGN OR ATTEST OVER THE PHOTO.**

IMPORTANT DATES FOR ADMISSION FOR THE YEAR 2013

1. Last date of Receipt of Application Forms by the College : 20 Jun 2013
2. Last Date of receipt of Application Form with late Fee of Rs 300/- : 25 Jun 2013
3. Counseling of eligible candidates at ACDS Secunderabad:-
 - (i) First Counseling (1 to 60) : 19 Jul 2013
 - (ii) Second Counseling (61 to 120) : 25 Jul 2013
(If vacancy exists after 1st counseling)
4. Physical Joining of selected candidates at ACDS Secunderabad : 30 Jul 2013
5. Commencement of BDS Course at ACDS Secunderabad : 01 Aug 2013

CERTIFICATE—1

CHILDREN OF SERVING ARMY PERSONNEL HAVING 10 YEARS CONTINUOUS SERVICE IN THE ARMY, RETIRED/RELEASED/DISCHARGED AFTER 10 YEARS OF SERVICE/ KILLED IN ACTION/DIED DURING SERVICE/DISABLED IN ACTION/MEDICALLY BOARDED OUT WITH PENSION

(By OC Unit/ARMY Personnel Branch/DSS & A Board/ Record office)

1. Certified that Mr/Miss _____ is son/daughter of No _____ Rank _____ Name _____ unit _____ who has 10 years of continuous service in the Army from _____ to _____.
2. Certified that Mr/Miss _____ is son/daughter of No _____ Rank _____ Name _____ who has been released/discharged from Army after 10 years of continuous service from _____ to _____.
3. Certified that Mr/Miss _____ is son/daughter of No _____ Rank _____ Name _____ who has been granted/awarded regular pension, liberalized family pension, family pension or disability pension at the time of his superannuation, demise discharge, release medical board/invalided medical board.
4. Certified that Mr/Miss _____ is son/daughter of No _____ Rank _____ Name _____ ex recruit No _____ name _____ who was medically boarded out and granted disability pension.

Place : OC Unit/Head of Department/
Records Office/DSS & A Board
Date : Name
Designation
Office Seal

Name and Signature of the Candidate _____.

Name and Signature of Parent _____.

Notes :

1. Strike out the portion which is not applicable.
2. If retired/ released with pensionary benefits. Attach certificate from pension paying authority.
3. If retired/released on medical grounds with disability pension, attach copy of medical board proceedings.
4. If released/ discharged after 10 years of service, attach copy of discharge certificate/release order.

CERTIFICATE- 2

STEP CHILDREN OF ARMY PERSONNEL WHO WERE BORN FROM WEDLOCK WHERE AT LEAST ONE PARENT BELONGED TO THE ARMY/ADOPTED CHILDREN OF ARMY PERSONNEL WHO HAVE BEEN ADOPTED ATLEAST 5 YEARS PRIOR TO COMENCEMENT OF THE COURSE

(By Personnel Branch Army HQ/OC Unit)

1. Certified that Mr/Miss _____ is son/daughter of No _____ Rank _____ Name _____ unit _____ and he/she was born from wedlock where the father/mother belonged to Army and had served in the army for 10 years or is serving in the Army and has minimum 10 years of service.

2. Certified that Mr/Miss _____ is son/daughter of No _____ Rank _____ Name _____ who has 10 years of service in the Army and he/she was adopted on _____ (5 years prior to commencement of course).

.....
Signature & No, Rank and Name of the Parent

Place :	Signature of the Concerned (OC Unit/Concerned Record Office)
Date :	Name Designation Office Seal

Name and Signature of the Candidate_____.

Notes :

1. Attach copy of legal papers and Part II order of adoption of child.
2. Attach Certificate/Part II order of Birth and copy of kindered roll.

CERTIFICATE - 3

**CHILDREN OF AMRY MEDICAL COPRS/AD CORPS OFFICERS SERVING IN AIRFORCE/NAVY
MEDICAL ESTABLISHMENT/MNS/APS AND TA PERSONNEL**

(By Parent, Countersignature by /OC Unit)

1. I, No _____ Rank _____ Name _____ Father/Mother
of _____ certify that :-

(a) I am/was commissioned in Army Medical/Army Dental Corps and have /had not been seconded to Navy or Air force and have 10 years of service in the Army.

(b) I am/was commissioned in Army Medical/Army Dental Corps and have been transferred to Navy or Air force but I served in the Army for minimum 10 years.

(c) I am an APS Personnel on deputation who has put in more than 10 years of service in the Army from _____ to _____.

OR

(d) I am an APS Personnel directly recruited into APS and who is still serving in Army wef _____.

(e) I am a TA Personnel who is in receipt of pension/who and has put in more than 10 years of embodied service in TA from _____ to _____.

(f) I am MNS Personnel and who is in receipt of pension/who has put in more than 10 years of service as member of MNS.

Place : Signature

Date : Name, Designation and Unit

**CERTIFICATE
(BY OC UNIT)**

The facts in the above mentioned undertaking have been verified from official records and found correct.

Date : OC Unit (for serving personnel)
Office Seal : DSS & A Bd (for retired personnel)
Name, Designation and Unit

COUNTERSIGNED

Date : (Concerned Staff Officer of Fmn HQs)
Office Seal : (for serving personnel)
DSS & A Board (for retired personnel)
Name and Designation

Name and Signature of the Candidate.....

1. Strike out the portion/para not applicable.
2. Relevant documents of service records.

CERTIFICATE – 4
MEDICAL FITNESS
(By OC MH/ AUTH MEDICAL ATTENDANT)

It is certified that I have carefully examined Mr/Miss _____
age _____ son/daughter of _____ and further
certify that he/she has good physical and mental health and free from any disability likely to
Interfere in his/her undergoing _____ Course. He/She
has no abnormality in the heart and lungs and history of mental disease or epileptic fits. His/her
major test results are as under :-

- (a) Height : _____ cms
- (b) Weight : _____ cms
- (c) Chest : _____ cms
- (d) Vision :-
 - (a) Distance Vision
(corrected)
 - (ii) Near Vision
(Corrected)
- (e) Hearing : Left Ear _____ Right Ear _____
- (f) Blood Group.

Expanded _____
Better Eye Worst Eye

Place :

Date :

Signature of OC MH/
Auth Med Attendant
Head of Department
Name
Designation
Office Seal

CERTIFICATE – 5

CHILDREN OF DECORATED ARMY PERSONNEL
(By AG’s Branch, Army HQ/Records Office/DSS & A Board)

It is certified that Mr/Miss _____ is son/daughter of
No _____ Rank _____ Name _____ serving/ retired
Army in _____, has been awarded _____ for Gallant action
in _____ yr _____ in _____ operation.

OC/Head of Department
Records Office/DSS & A Board
Name.....
Designation.....
Office seal

Note: Strike out which ever is not applicable. Please attach a xerox copy of the certificate /part II order duly attested. Certificate without proof will not be entertained. Candidate has to forward proof alongwith Application Form.

.....
CERTIFICATE – 6

WAR WIDOWS
(By Army HQ AG’s Br/Respective record Office)

It is certified that Ms _____ was widow of late No
_____ Rank _____ Name _____ of
Unit (give last unit) _____ and late Mr _____ has
been expired as a result of _____

Signature of the candidate

Place :

Date :

Signature of OC Unit/
Concerned Record Office

Name
Designation
Office Seal

CERTIFICATE – 7

UNDERTAKING BY PARENT/GUARDIAN

1. I, _____ F/o / M/o /G/o _____, have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard as well as the DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009.
2. I assure you that my son/daughter/ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the DCI/ Dr NTR UHS Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ year

Name :

Address:

Signature:

CERTIFICATE – 8

UNDERTAKING BY CANDIDATE/STUDENT

1. I, _____ S/o. D/o _____, of

Mr/Mrs/Ms _____ have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the DCI Regulations on curbing the Menace of Ragging in Dental Colleges, 2009, and have carefully gone through it.

3. I here by undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging,
- I will not participate in or abet or propagate ragging in any form,
- I will not hurt anyone physically or psychologically or cause any other harm.

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the DCI/ Dr NTR UHS, Regulations mentioned above and/or as per the law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any Institution.

Signed this _____ day of _____ month of _____ year

Appendix 'B'
Format for affidavit
Refer to Para 22(f) of Prospectus

Note ; Affidavit should be in the name of candidate, if he/she is 18 yrs & above, Otherwise it should be in the name of father/Mother

To be made On Rs 20/- Stamp Paper

AFFIDAVIT FOR GAP CERTIFICATE

1. I _____ S/o /D/o _____ age _____
Resident of _____ hereby state on solemn affirmation as under.
2. That I have passed XIIth standard from _____ during the year _____
3. During the year _____ till today i.e., _____ I have not taken any admission in any College/University.
4. Whatever stated above is true and correct to the best of my knowledge and belief and I have concealed nothing.
5. I fully understand that in case the information provided above by me is found to be wrong on any later date, my admission to ACDS at any stage is liable to be cancelled.

NAME

ADDRESS

SIGNATURE

WITNESSES

- 1.
- 2.

Appendix `C`
(Refer to Para 25 (I) of Prospectus)

UNDER TAKING BY PARENTS AND STUDENT

1. I.....Parent/Legal Guardian of....., and my ward Shri/Smt....., jointly seek admission into Army College of Dental Sciences for Shri/Smt....., accepting the fees as prescribed in this prospectus and that the change of fees varies from year to year and that no dispute raised regarding the change of fees after the admission is sought by the student.

(TO BE EXECUTED ON Rs 10/- NON JUDICIAL STAMP PAPER NOTARISED BY A PUBLIC NOTARY).

“TO BE PRODUCED AT THE TIME OF COUNSELLING”

CHECK LIST FOR ADMISSION TO BDS COURSE 2013 AT ACDS

From

Name in full _____

Address _____

Telephone No _____

(Give STD Code also)

E-Mail _____

To

The Principal

Army College of Dental Sciences

ACDS Nagar (Chennapur – CRPF Road)

Jai Jawaharnagar Post

Secunderabad 500 087.

This is to certify that the following documents are enclosed herewith (tick against each) :-

Ser	Enclosures	To be checked by the candidate	To be filled in by ACDS
a	Duly filled ACDS Application Form bearing machine No		
b	Envelope for Call letter		
c	Acknowledgement card		
d	Proof of age as it appears in the mark sheet of SSC/Class X or equivalent examination		
e	Certificate of passing /appearing in the 10 + 2 CBSE/equivalent qualifying examination		
f	Mark sheet showing the PCB marks obtained in the qualifying examination in case the applicant has already passed the same		
g	Medical certificate (Certificate No 4)		
h	Address for correspondence Appx `A`		
j	Gap affidavit (As per Appx `B`)		
k	For children of decorated Army Personnel (Certificate No _____)		
l	As applicable one or more of the certificates (Certificate 1 to _____) mention certificate(s) No		

Place :

Yours faithfully,

Date :

Signature of the candidate

Note : Candidates are advised to affix adequate postage to cater for registered post failing which call letter will be forwarded by normal post only.

IMPORTANT NOTE

- (i) Do not staple /pin /tag the Application Form to the certificates.
- (ii) Tag/ staple all the certificates, acknowledgement card and envelope for call letter and check list together.
- (iii) Enclose both of the above in the same envelope supplied.
- (iv) Send the envelope so as to reach Principal ACDS before the last date.

IMPORTANT GUIDELINES

- 1. Fill the Application Form carefully as per instructions.**
- 2. Write complete address clearly on all the documents.**
- 3. Attach all necessary documents.**
- 4. Send the Application Form well in advance**
- 5. Keep visiting the college website for updated information (www.armycods.in)**

From :

Principal
Army College of Dental Sciences
ACDS Nagar (Chennapur-CRPF Road)
Jai Jawaharnagar Post
Secunderabad -500 087 (A.P)

ACKNOWLEDGEMENT CARD

(To be returned along with application)

Received the Application No _____ on _____ 2013
in this office with following documents.

- (a) Application Form
- (b) Certificate – I or II
- (c) Attested copies of :-
 - (i) Matriculation/equivalent examination certificate showing Date of birth.
 - (ii) Marks and passing certificate XII standard/Appearing Certificate.

Admission No.....

Affix
Stamp
of Re
5/-

To:

(Write your mailing address)

Appendix `D`
(Refers to para 32 of
Prospectus)

DISCIPLINE

1. The college maintains a very high degree of discipline. Some important circumstances under which admission can be cancelled by the management are:-

- (a) Not having 75% attendance in theory and 80% attendance in practicals.
- (b) Any breach of rules/ regulations promulgated by Dr NTR University of Health Sciences.
- (c) Non payment of fees within stipulated period.
- (d) Raising any issues contrary to the agreed terms and conditions under the prospectus.
- (e) Any breach of Undertaking given.

2. Admission of student who is involved in the following disciplinary grounds can be cancelled by the management:-

- (a) "Ragging is not allowed in the college. Students accused of ragging and found guilty after due investigation, would be expelled from the college" .
- (b) Punishable offence under any statute in force including drug abuse.
- (c) Inciting any communal or religious disharmony.
- (d) Any activity which can affect the academic atmosphere.
- (e) Any malpractice in Internal Examinations conducted by the college not covered by malpractice statute of Dr NTR University of Health Sciences.
- (f) Any other breach of code of conduct of AWES Institution.

3. It is the responsibility of both parents and students to provide correct residential/Postal address / e-mail and contact numbers of parents and local guardians.

RAGGING IS STRICTLY PROHIBITED