

# PROSPECTUS

## 2014



### PG - WAT

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**CONDUCTED BY ACDS SECUNDERABAD FOR  
ADMISSION TO MDS COURSES AT  
ACDS SECUNDERABAD,  
ON**

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**23 March 2014  
Sunday  
(Reporting time 1430hrs)  
(Examination – 1500hrs to 1700hrs)**

**RAGGING IS FORBIDDEN AND IS A PUNISHABLE OFFENCE**

**ADDRESSES 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)  
C/O 56 APO

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

HQ ATNK & K Area (AWES)  
Island Grounds  
Chennai

Headquarters Andhra Sub Area (A)  
Secunderabad – 500010

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

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**ATTACHED DOCUMENTS**

1. Application Form with envelope
2. Certificates 1 to 6 and (Appendices applicable) (Formats Given in Prospectus)
3. Acknowledgement Card
4. Envelope for Admit Card

**ADDRESS FOR CORRESPONDENCE****ARMY COLLEGE OF DENTAL SCIENCES**

ACDS Nagar(Chennapur-CRPF Road), Jai Jawahar Nagar Post,  
Secunderabad – 500 087 Phones :040 - 20080243 ; 27982939; 27982911  
E-mail : army\_c@rediffmail.com Website: [www.acds.co.in](http://www.acds.co.in)

Note :- Prospectus and application are available at the ACDS/Command HQ (AWES)/ Army HQ (AWES), New Delhi. The same can be downloaded from the website ; in which case the filled up application form has accompanied by draft for Rs 700/- Cost of prospectus and application form Rs 700/- (By Hand) and Rs 750/- (By Registered post).

**MANAGING COMMITTEE**

Lt Gen Ashok Singh, AVSM, SM, VSM	- GOC – in – C HQ Southern Command	- Patron - in - Chief
Lt Gen VK Pillai, AVSM, SM	- GOC ATNK & K Area, Chennai	- Patron
Maj Gen CA Pithawalla, AC, VSM	- GOC, HQ Andhra Sub Area Secunderabad	- Chairman
Brig Ajay Banarji	- Comdt MH Secunderabad	- Member
Dr. K.V. Ramana Reddy	- Offg Principal, ACDS Secunderabad	- Member
Col Rajinish Kapoor	- Col 'A' HQ Andhra Sub Area, Secunderabad	- Member
Col Kirpal Singh	- Col Trg, HQ Andhra Sub Area Secunderabad	- Member
Col (Retd) KG Menon	- Registrar ACDS, Secunderabad	- Member

**KINDLY NOTE**

1. WRITE MAILING ADDRESS CLEARLY ON THE DOCUMENTS.
2. AFFIX POSTAL STAMPS ON ADMIT CARD, ENVELOPE AND ACKNOWLEDGEMENT CARD.
3. DO NOT PIN / STAPLE / TAG THE APPLICATION FORM.
4. DO NOT FOLD THE APPLICATION FORM.
5. SUBMIT THE DULY FILLED APPLICATION FORM ALONG WITH NECESSARY DOCUMENTS ON OR BEFORE 15 Feb 2014 (WITH LATE FEE OF Rs 300/- UPTO 20 Feb 2014).

**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 has been recognised by the Dental Council of India and Ministry of Health & Family Welfare vide their Gazette No 23 dated 07- 09 Jun 2007. It is affiliated to Dr N.T.R. University of Health Sciences, Vijayawada, Andhra Pradesh.

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

**COURSES AND SEATS**

3. (a) The College offers courses leading to award of degree of '**Master of Dental Surgery**' in (1) Prosthodontics & Crown & Bridge (2) Conservative Dentistry & Endodontics (3) Periodontics (4) Pedodontics (5) Orthodontics (6) Oral & Maxillofacial Surgery by Dr NTR University of Health Sciences, Andhra Pradesh, Vijayawada. The duration of the course is three years of active study. Number of seats for the current academic year is Twelve. Distribution of seats is as under:-

- |  |  |
|--|--|
| (a) Prosthodontics & Crown and Bridge    | - Two                                  |
| (b) Conservative Dentistry & Endodontics | - Two <b>(PG –WAT – 01, AP PG- 01)</b> |
| (c) Periodontics                         | - Two <b>(PG –WAT – 01, AP PG- 01)</b> |
| (d) Pedodontics & Preventive Dentistry   | - Two                                  |
| (e) Orthodontics                         | - Two                                  |
| (f) Oral & Maxillofacial Surgery         | - Two                                  |

(b) The number of seats may vary as per the notification or permission granted by the Dental Council of India, Government of Andhra Pradesh and Dr NTR University of Health Sciences (affiliated university) from time to time as per the seat sharing matrix.

(c) A candidate admitted into MDS course shall pass the examination within 4 years from the date of completion of the course. If he/she fails to pass the examination within the period specified above, he/she shall not be permitted to appear for the examination there after and qualify for the award of MDS degree.

**THE CAMPUS**

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 arrangements. 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) MI 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 MDS degree course at the Army College of Dental Sciences, Secunderabad will be on merit. ACDS has got a seat sharing matrix as per the Govt of A.P and the same will be implemented as per the guidelines of Govt of A.P/Dr NTR UHS.

8. Candidates will be initially granted PROVISIONAL admission, which 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 serving Army Personnel, eligible ex Army personnel and wards of war widows/widows of Army. The children of following categories of Army personnel are eligible and they are required to submit the relevant certificates as given against the category applicable to them as proof of their eligibility for admission to ACDS along with 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; Page 22**).
  - (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/invalid medical board. This includes wards of recruits medically boarded and granted disability pension (**Submit Certificate No 1; Page 22**).
  - (iii) Children of ex Army personnel who have taken discharge or released after ten years of service (**Submit Certificate No 1; Page 22**).
- (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; Page 23**)
  - (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; Page 23**)

(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; Page24**).

(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.

**Additional Instruction For Candidates Seeking Admission In ACDS:-** It is the responsibility of the candidates to ascertain whether they possess the requisite qualifications for admission. **Having been called for written test or counseling does not mean acceptance of eligibility.** Final eligibility for admission will be decided by the ACDS at the time of counseling and also later during the scrutiny of papers by the University. If a candidate is found to be ineligible at any time before or after the commencement of course, the college reserves the right to cancel his/her candidature without any refund of the fees/charges paid.

**Note:-** (1) The management reserves the right to include any other Eligibility criteria from time to time in addition to, as stated in item (a) to (c) above.

(2) The Pre-University certificates issued by Janardhan Rai Nagar, Rajasthan Vidyapeeth (Deemed) University, Rajasthan state is not valid.

(3) Mid course withdrawal will be permitted only after payment of full three years of tuition fee and Miscellaneous fee as per AWES, New Delhi letter No B/45710/R/AWES dated 03 Jan 2008.



**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; Page 25) is required to be submitted by the candidate at time of counseling.

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

(a) The applicant for admission to the Post Graduate Degree in Dental Surgery must have a B.D.S. degree (Bachelor of Dental Surgery) of a University established or incorporated by or under a Central Act or a State Act or an equivalent qualification recognized by the Dental Council of India and must have permanent registration with any State Dental Council. The period of one year experience/ internship shall be calculated as on 31-03-2014.

(b) The candidate shall produce a certificate of Internship from the date of registration with any State Dental Council, either from an Institution or from a Registered Dental Practitioner.

(c) The college from where the candidate has passed BDS must be a college recognized by the Dental Council of India.

(d) The students who are already admitted and studying MDS course are not eligible to appear for MDS Entrance test until they complete the course or discontinue the course by remitting the bond amount and stipend taken upto the date before submitting the application and such candidates shall enclose the discontinuance certificate issued by the Principal to that effect along with the application form in the proforma appended to the application form as Annexure - I.

**13. Ensuring Eligibility.** Ensuring that a candidate fulfills all conditions/qualifications for eligibility in the MDS 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.

**Note :-** It is the responsibility of the candidates to ascertain whether they possess the requisite eligibility & qualifications for admission. Being 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.

## SELECTION PROCEDURE

## POST GRADUATE WRITTEN ADMISSION TEST (PG -WAT)

14. The entrance test for ACDS will be held as Written Admission Test (WAT). The paper will be of 2 hours duration containing 150 Multiple choice questions. Admit cards will be issued to students by ACDS.

15. **Date and Centres for PG -WAT.**

- (a) Date : 23 March 2014  
 (b) Time : 1500hr to 1700hr  
 (c) Day : Sunday  
 (d) Reporting time : 1430hr  
 (e) Various centers for PG WAT are :-

<u>Ser No</u>	<u>Station</u>	<u>Code No</u>	<u>Tentative Venue</u>
(i)	Delhi	01	Amy Public School, Delhi Cantt
(ii)	Secunderabad	02	Army School No - 1, RKPuram, Secunderabad.

16. **Time for Reporting and for Written Examination.**

- (a) Reporting Time : 1430hr  
 (b) Timings for Exam : 1500hr to 1700hr  
 (c) Departure time : 1730hr

17. **Type and Conduct of Exam Paper.** The test paper will consist of 150 objective type (multiple choice) questions. The standard of the test shall be that of the BDS course.

18. All answers shall be indicated on a single Optical Mark Reader (OMR) sheet using HB pencil to darken the circle pertaining to the most appropriate answer.

**NOTE : THE CANDIDATE SHALL BRING THEIR OWN PENCILS & BALL PEN.**

19. **Evaluation System.** The evaluation of the OMR answer sheets will be done through optical scanners and computers. Each correct answer will fetch one mark whereas incorrect answers, multiple answers or doubtful answers will lead to a deduction of 0.25 mark. Since the entire process of evaluation is computerized, candidates are advised to be very careful in marking their answers on the OMR sheet.

**20. Request for Re-evaluation not to be Considered.** Since the entire evaluation is computerized, request for re-evaluation will not be considered under any circumstances.

#### MODE OF SELECTION FOR ADMISSION

**21. (a)** The admission will be strictly on merit ranking, based on marks obtained in PG - WAT.

**(b)** The merit list will be prepared based on the aggregate marks obtained by the candidates in the entrance test. The decision of ACDS management regarding the preparation of merit list will be final and no arbitration in this matter will be accepted.

**(c)** In case of vacant seats due to certain candidates declining to join/not joining on due date, the vacancy created will be offered to the candidate next in merit and so on.

#### RELATIVE MERIT IN CASE OF EQUAL MARKS

**22.** In the case of candidates securing equal number of marks, their relative merit will be reassessed inter-se, on the basis of the following order of preference:-

**(a)** A candidate securing more aggregate marks in the concerned subject in BDS course.

**(b)** Seniority in date of birth.

#### FILLING UP OF APPLICATION FORM

**23.** Application Form is enclosed in the envelope. Candidate must affix adequate postage for Registration charges failing which Admit cards will be dispatched by ordinary post only. Application forms duly completed in all respects alongwith documents must reach Principal ACDS, Secunderabad within the dates specified below :-

- |   |   |  |
|---|---|--|
| <b>(a)</b> Without late fee on or before  | - | 20 Feb 2014  |
| <b>(b)</b> With late fee of Rs 300/- in favour of ACDS payable at Secunderabad A.P. | - | on or before 25 Feb 2014.<br>(enclose DD for Rs 300/-) |

**24.** Application number must be quoted in all future correspondence. The name on the application form should be the same as mentioned in BDS certificate.

**25.** 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 to write for clarifications on wrongly filled applications/ documents found missing. Application without photograph will not be entertained.

**26. Late Receipt and Caution on Courier Service.** ACDS will not accept application forms received later than 25 Feb 2014 without late fee. Condoning delay on account of postal strikes/lapses by courier services will not be done. Courier services are NOT effective in this area and SPEED POST is more reliable though, this too gets delayed sometimes. These must therefore be utilised only at the applicants' own risk.

**Note :-** Completed application forms should be preferably sent by Registered post 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 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

- 27.** Application forms must be accompanied by the documents indicated below :-
- (a) Xerox copy of proof of age as it appears in the 10<sup>th</sup> pass/mark sheet & 12<sup>th</sup> mark sheet.
  - (b) Xerox copies of all memorandum of marks from First BDS to Final BDS.
  - (c) Xerox copy of Registration Certificate from the respective State Dental Council.
  - (d) Xerox copy of Internship certificate/Experience certificate.
  - (e) Xerox copy of original or provisional BDS certificate.
  - (f) Xerox copy of conduct and character certificate of the college from which graduated.
  - (g) Transfer Certificate.
  - (h) Migration Certificate.
  - (j) Xerox copy of study certificate of BDS course.
  - (k) Discontinuance certificate issued by the concerned Principal, in case of the candidate already studying MDS course.
  - (l) Medical certificate to be produced at the time of admission only.(Submit Cert 4; Page 25)
  - (m) Address for correspondence (As per Appendix `A'; Page 28)
  - (n) Gap affidavit (As per Appx `B'; Page 29)
  - (o) Undertaking by parents and students (As per Appendix `C'; Page 30) to be produced at the time of counseling only.
  - (p) Original Pension Payment Order (To be produced at the time of counseling for scrutiny only)
  - (q) Parents and students should submit an undertaking that the students will not involve in ragging. (Submit certificate 5 & 6; Page 26 & 27)
  - (r) Male candidates are required to submit an undertaking certificate that he is not employed in any Institution/ Organization and wholly dependent ward of serving/ retired Army personnel.
  - (s) Female candidates are required to submit an undertaking certificate that he/she is unmarried and is a dependent ward of serving/retired army personnel.
- 28.** 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.

**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 will not be responsible for the miscommunication due to the change in address of the candidate.

### ADMIT CARD

**29.** The Admit Card for the entrance test will be sent to the eligible candidates by Registered Post at the address given by them on the application form. Candidate shall affix adequate postage on the envelope of admit card and write their address clearly. All candidates should normally receive the Admit Card by 15 March 2014. If any candidate fails to receive the Admit Card by the above date he/she should enquire by telephone or email from the office of ACDS Secunderabad by giving application No, full name, address and place of examination as mentioned in the application form.

**30.** All admit cards for Written Admission Test are Provisional and do not by any means confirm the eligibility of the candidate for ACDS. Call letters based on the merit list shall be issued to only those candidates who meet the eligibility criteria based on the correctness of certificates rendered by them. Actual admission into ACDS will be done after physical verification of all the original documents at the time of Counselling.

**31. Appearing for Entrance Examination in the Event of Non Receipt of Admit Card.**  
In case a candidate does not receive the Admit Card prior to the date of exam, he/she must approach the OIC Examination Centre (Centre as indicated by him/her in the Application form) with a passport size photograph similar to the one forwarded with the Application Form. OIC Examination Centre will be empowered by ACDS to permit the candidate to provisionally appear for the examination. The details of such candidates will be mentioned by the OIC Examination Centre in the forwarding letter containing the answer sheets. In case the eligibility of the candidate is confirmed at ACDS and it is confirmed that he/she was eligible to take the Entrance Examination, the answer sheet will be accepted for subsequent evaluation and processing of candidature.

### ACKNOWLEDGEMENT CARD

**32.** The acknowledgement card is to be filled up and enclosed with the application form. Necessary Postage are to be affixed by the candidate. The card will be sent to the candidates after receiving the completed application form. The applicant must ensure that the address on **the application form and the acknowledgement card are the address for communication on which the mail is received by the applicant.** Experience shows that the acknowledgement cards/admit cards/joining instructions are received back at ACDS undelivered with the remark "addressee not traceable". WRITE COMPLETE ADDRESS ON ALL THE THREE DOCUMENTS.

**RESULTS AND NOTICE OF ADMISSION**

33. ACDS will send the results of first 60 successful candidates to all Command Headquarters and to the Headquarters conducting the admission test. Candidates are advised to get in touch with appropriate Headquarters on 01 April 2014 for results. Successful candidates will also be intimated by post. The college does not take any responsibility for late receipt or non receipt of the results by post. Candidates must check from college authorities on 01 April 2014 for their results in their own interest. First 50 candidates are expected to report to college with out waiting for call letters for counseling on 11 April 2014.

**ADMISSION PROCESS**

34. **Counseling.** Counseling will be on 11 April 2014 (Friday). Eligible candidates will be called in order of their merit in PG WAT. Following **documents in original** are required to be produced by the candidates at the time of counseling:-

- (a) All original certificates mentioned in Para 27. The Originals will be returned to the candidate only after completion of the course.
- (b) Proof of eligible category as per Para 10 (Certificate as applicable).

35. If the candidates do not produce above mentioned documents at the time of counseling 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 candidate is mandatory at the time of Counseling.**

36. 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, owing 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.

37. **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.

38. **Registration Charges.** Candidates who are in first thirty merit should deposit a demand draft for Rs 25,000/- in favour of ACDS payable at Secunderabad alongwith willingness certificate (Proforma given in Appendix 'E' Page 32). Candidates reporting for counseling have to report with full tuition fee as bank draft payable in favour of **ACDS Secunderabad** and separate drafts in favour of ACDS hostel accounts for hostel fee.



<b>FEES AND REFUNDS</b>
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<b>FEES</b>
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39.

**(I) First Year**(a) Refundable security deposit : Rs 40,000.00

(Interest free security deposit once at the time of admission, refundable after 3 years or on completion of the course)

(b) Tuition Fee Allied charges

(i) Tuition Fee (University fee) : Rs 2,80,000.00

(ii) University Registration, Affiliation, Inspection, Processing fee, Admission fee, Equivalence fee) : Rs 25,000.00

(iii) Library &amp; Annual Digital Library Subscription For Dr NTR UHS : Rs 6,000.00

(iv) Building Maintenance : Rs 5,000.00

(v) Sports Fund : Rs 2,000.00

(vi) Transport Fund : Rs 8,000.00

(vii) Equipment Maintenance : Rs 19,000.00

(viii) Contingency Fund : Rs 7,000.00

(ix) Electricity &amp; Water : Rs 10,000.00

(x) Alumini Association fee : Rs 1,500.00

(x) Hostel Fee (For 12 Months) : Rs 27,000.00

**TOTAL : Rs 4,30,500/-**

**Note :** The above fees is for the first year of three years MDS 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 shall be binding on the students seeking admission to the first year of three years MDS course.

**(II). MODE OF PAYMENT****OPTION I : ONE TIME PAYMENT**

Refundable Security Deposit : Rs 40,000.00

(i) Tuition Fee (University fee) : Rs 2,80,000.00

(ii) University Registration, Affiliation, Inspection, Processing fee, Admission fee, Equivalence fee) : Rs 25,000.00

(iii) Library &amp; Annual Digital Library Subscription For Dr NTR UHS : Rs 6000.00

(iv) Building Maintenance : Rs 5000.00

(v) Sports Fund : Rs 2000.00

(vi) Transport Fund : Rs 8000.00

(vii) Equipment Maintenance : Rs 19000.00

(viii) Contingency Fund : Rs 7000.00

(ix) Electricity &amp; Water : Rs 10,000.00

(x) Alumini Association fee : Rs 1,500.00

(x) Hostel Fee (For 12 Months) : Rs 27,000.00

**TOTAL****Rs 4,30,500/-**

**OPTION II : IN TWO INSTALLMENTS**

- (a) **First installment (at time of Counseling)**
- |      |  |   |                        |
|------|--|---|------------------------|
| (i)  | Refundable security deposit  | : | Rs 40,000.00           |
| (ii) | Tuition fee, University fee, Affiliation<br>Inspection, Admission fee Processing fee,<br>Equivalence certificate fee | : | <u>Rs 3, 00,000.00</u> |
|      | Total  | : | <u>Rs 3,40,000.00</u>  |
- (b) **Second installment (on or before 31 Aug 2014)** : Rs 90,500.00
- (c) In addition to the above, fee for the following charges have to be Paid by the students on yearly basis :-
- (i) Messing Charges. Monthly messing will be approximately Rs 2460/- (approx Rs 82/- per day) or actual as quoted by the contractor. Payment for eleven (11) months (Rs 27,470/-) 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.
- (iv) Wi-Fi Wi-Fi has been installed in the academic block. Wi-Fi charges at the rate of Rs 150/- per month is required to be paid in two installments of Rs 900/- by 30 Sep and Rs 900/- by 31 Dec

**NOTE :** All the payment refer at 39 option (II) (c) (i) to (iv) have to be made in advance at the time of admission as well as every year by 01 Aug as a separate draft/cheque in favour of Army College of Dental Sciences payable at Secunderabad without fail.

**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. (FEE QUOTED IS LOWER THAN PERMITTED FEE). AN INCREASE OF 20% PER YEAR SHOULD BE PLANNED).



## REFUNDS

**40. 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 Apr 2014.

(a) **Refund of Fees Before Commencement of the Course,** 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 fees | - | Full Registration fees less Rs 1000/- processing charges.            |
| (ii)  | Admission fees            | - | To be refunded   |
| (iii) | Security Deposit          | - | To be refunded in full.  |
| (iv)  | Tuition Fees              | - | As per actual, A single day of the month will be treated as a month. |
| (v)   | Hostel Charges            | - | As per actual, A single day of the month will be treated as a month  |
| (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. |

(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 be 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 charge to be retained.                               |
| (vi)  | Messing                   | - | As per actual. A single day of the month will be treated as a month. |
| (v)   | Other Charges             | - | As per actual. A single day of the month will be treated as a month. |

(d) **Withdrawal of students After First 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 Fee	-	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 for complete duration of 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.

### JOINING INSTRUCTIONS

**41.** Initially Joining instructions will be issued to first 50 successful candidates only. Non reporting for admission on due date by the candidates will result in cancellation of admission and seats will be allotted to the candidate next on merit.

### ACCIDENT

**42.** 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

**43.** (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'; Page 31)**

(b) In keeping with our rich and diverse Indian Culture, boys & girls are expected to behave in a matured manner. Although interaction of Boys and girls in class rooms is considered healthy, during class hours, however walking together as couples and sitting together and moving in pairs in isolation in the campus after 1800hrs are not allowed.

**ENQUIRIES**

44. Queries on receipt of application form/non receipt of admit card/result or any other information can be enquired from Academic Section/ C-WAT cell on Telephone Number **040-20080243, 27982939; 27982911, E-mail : army\_c@rediffmail.com**

**LEGAL JURISDICTION**

45. Any dispute regarding the terms and conditions of the admission, sale of prospectus, conduct of admission, course, fees, examination, attendance, pass marks, valuation of papers etc., 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.

**APPEAL**

46. 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 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.

**PG WRITTEN ADMISSION TEST (PG WAT) SESSION 2014-15**  
**INSTRUCTIONS**

47. There will be a PG Written Admission Test (PG -WAT) for admission to session 2014-15 of Army College of Dental Sciences Secunderabad. The Prospectus/Application Forms for admission to the College are available at all command HQ and ACDS. Candidates are required to fill in their application forms and submit the forms completed in all respects to **Army College of Dental Sciences, Secunderabad.**

**IMPORTANT INSTRUCTIONS**

**1. INFORMATION ON APPLICATION FORM WILL BE SCANNED TO GENERATE ADMIT CARD AND ELIGIBILITY**

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

Name Address	N	E	H	A		A	G	A	R	W	A	L						
	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							

**3. USE BLUE / BLACK INK OR BALL PEN ONLY.**

**4. PASTE PHOTO AT APPROPRIATE PLACE. DO NOT SIGN OR ATTEST OVER THE PHOTO.**

**IMPORTANT DATES FOR ADMISSION  
FOR THE YEAR 2014**

1. Last date of Receipt of application forms by the College : 20 Feb 2014
2. Last Date of receipt of application form with late Fee of Rs 300/- : 25 Feb 2014
3. Dispatch of Admit Cards by : 01 March 2014
5. PG Written Admission Test (WAT) : 23 March 2014  
(Sunday)  
(1500 hr to 1700hr)
6. Publication of results (merit wise) on the College Notice Board. : 01 April 2014
7. Counseling of eligible candidates at ACDS Secunderabad:-
  - (I) First Counselling : 11 April 2014  
(Merit ser 1 to 50) (1000hrs onwards)
  - (ii) Second Counseling : 18 April 2014  
(If vacancy exists after first counseling)
8. Physical Joining of selected candidates ACDS Secunderabad : 30 April 2014
9. Commencement of MDS Course at : 01 May 2014

ACDS Secunderabad

**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 COMMENCEMENT 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 kindred roll.

**CERTIFICATE - 3**

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

**(By Parent, Counter signature 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 \_\_\_\_\_.

(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 :

Office Seal :

OC Unit ( for serving personnel)  
DSS & A Bd ( for retired personnel)  
Name. Designation and Unit

**COUNTERSIGNED**

Date :

Office Seal :

(Concerned Staff Officer of Fmn HQs)  
(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                      Expanded \_\_\_\_\_  
 (d) Vision :-    Better Eye    Worst Eye

(i) Distance Vision  
 (corrected)

(ii) Near Vision  
 (Corrected)

- (e) Hearing : Left Ear \_\_\_\_\_ Right Ear \_\_\_\_\_  
 (f) Blood Group.

Signature of OC MH/

Place :

Auth Med Attendant  
 Head of Department  
 Name  
 Designation  
 Office Seal

Date :



**CERTIFICATE – 5****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 – 6****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'  
(Refer to Para 27  
(n)of Prospectus)

Format for affidavit

(To be attached for those student who have a GAP after BDS Course)

**Note ;** Affidavit should be in the name of candidate.

**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 BDS course 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 27(o) of  
Prospectus)

**UNDER TAKING BY PARENTS AND STUDENT**

1. I.....Parent/Legal Guardian of....., and my ward Mr/Ms....., jointly seek admission into Army College of Dental Sciences for Mr/Ms....., 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 COUNSELING”**

Appendix `D`  
(Refers to para 43 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 80% 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**

Appendix `E'  
(Refer to para 38 of ACDS prospectus)

**WILLINGNESS CERTIFICATE**

1. I .....son/daughter of .....declare that :-
  - (a) I fulfill all the eligibility conditions for admission to \_\_\_\_\_(name of the institute) as laid down in the prospectus.
  - (b) I have passed the qualifying examination in .....(year).
  - (c) I have read all the rules for admission to \_\_\_\_\_(Name of course) course and only after understanding these rules, I am submitting this declaration.
  - (d) The information given by me in my application is true to the best of my knowledge.
  - (e) I hereby agree to confirm to any rule, act and law enforced by \_\_\_\_\_(Institute)/\_\_\_\_\_ (University and I hereby undertake that as long as I am a student of \_\_\_\_\_(Institute), I will do nothing either inside or outside the (Institute) that will result in disciplinary action against me under the rules, act and laws of the \_\_\_\_\_University/ \_\_\_\_\_(Institute).
  - (f) I fully understand that the management of \_\_\_\_\_(Institute) will have full liberty to expel/rusticate me from the \_\_\_\_\_(Institute) for any infringement of the rules of conduct and discipline prescribed by the University/ \_\_\_\_\_(Institute) and the undertaking given above.
  - (g) I undertake and bind myself to pay tuition fee and other charges as laid down in prospectus. I fully understand that the case of fee revision is under the consideration of Management of the \_\_\_\_\_(Institute)/Fee Regulatory Committee. I also undertake to pay the revised fee and other charges as revised by \_\_\_\_\_(Institute) may take action as deemed fit including striking of my name from the rolls of the college.
  - (h) I fully understand that ragging is banned in the College and Hostel and if I indulge in such an act, I shall be subject to laid down punishment.

2. I have read and I certify/accept all of the above clauses.

.....  
Signature of the Parent

.....  
Signature of the Candidate

Date : 2014

Date : 2014

**ACCEPTING AUTHORITY**  
**(For office use only)**

1. Accepted/Rejected : .....  
(Mention in Ink in front)

2. If rejected assign reason clearly : .....

Date : 2014 (Signature along with Name & Designation)

**CHECK LIST FOR ADMISSION TO MDS COURSE 2014 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
1.	Duly filled ACDS application form bearing machine No		
2.	Envelope for admit card ( <b>Duly affixed Rs 40 Postage Stamp</b> )		
3	Acknowledgement card ( <b>Duly affixed Rs 5 Postage Stamp</b> )		
4.	Proof of age as it appears in the mark sheet of SSC/Class X or equivalent examination		
5.	First to Final Year BDS Mark Sheets		
6.	Original BDS degree Certificate		
7.	Compulsory Rotatory Internship Certificate		
8.	DCI Registration		
9.	Xerox copy of study certificate of BDS Course		
10.	Transfer Certificate		
11.	Migration Certificate		
12.	Address for correspondence (Appendix `A`)		
13.	GAP affidavit (As per Appx `B`)		
14.	As applicable one or more of the certificates (Certificate 1 to 6) mention certificate(s) No .....		
15.	Male candidates are required to submit an undertaking certificate that he is not employed in any Institution/Organization and wholly dependent ward of serving/ Retired Army Personnel		
16.	Female candidates are required to submit an undertaking certificate that he/she is unmarried and is a dependent ward of serving/ retired Army Personnel.		

Place :  
 Date :

Yours faithfully,  
 Signature of the candidate



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

#### **IMPORTANT NOTE**

1. Do not staple /pin /tag the application form to the certificates.
2. Tag/ staple all the certificates, acknowledgement card and envelope for admit card and check list together.
3. Enclose both of the above in the same envelope supplied.
4. 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.acds.co.in](http://www.acds.co.in))**

#### **ATTACHED DOCUMENTS**

1. Application Form with envelope
2. Certificates 1 to 6 and (Appendices concerned )(Formats Given in Prospectus)
3. Acknowledgement Card
4. Envelope for Admit Card

(Refer to para 12 (d) of ACDS prospectus)

**ANNEXURE – I**

**DISCONTINUANCE CERTIFICATE**

This is to certify that \_\_\_\_\_ P.G. student in \_\_\_\_\_ of the  
academic year \_\_\_\_\_ admitted on \_\_\_\_\_ has discontinued the course on  
\_\_\_\_\_ by paying the bond amount of Rs50,000/- through Demand draft through Challan No /DD  
No \_\_\_\_\_ and date \_\_\_\_\_.

College Seal

Date

Signature of Principal with Seal

**IMPORTANT DATES FOR ADMISSION  
FOR THE YEAR 2014**

1. Last date of Receipt of application forms by the College : 20 Feb 2014
2. Last Date of receipt of application form with late Fee of Rs 300/- : 25 Feb 2014
3. Dispatch of Admit Cards by : 01 March 2014
5. PG Written Admission Test (WAT) : 23 March 2014  
(Sunday)  
(1500 hr to 1700hr)
6. Publication of results (merit wise) on the College Notice Board. : 01 April 2014
7. Counseling of eligible candidates at ACDS Secunderabad:-
  - (i) First Counseling : 11 April 2014  
(Merit ser 1 to 50) (1000hrs onwards)
  - (ii) Second Counseling : 18 April 2014  
(If vacancy exists after first counseling)
8. Physical Joining of selected candidates ACDS Secunderabad : 30 April 2014
9. Commencement of MDS Course at ACDS Secunderabad : 01 May 2014