

## GENERAL INSTRUCTIONS

1. Eligibility condition will be 47.50% in case of SC/ST candidates. There will be no rounding of percentage for determining the eligibility for admission to various programmes.
2. Each candidate will have to upload the Aadhar Card or 10<sup>th</sup> standard certificate while applying online.
3. The application processing fee including Entrance Test Fee of a subject has been fixed Rs.600/- (Rs.150/-for SC/BC candidates of Haryana). If a student applied for more than one programme for which different entrance test is to be conducted, he/she will deposit Rs.300/- (Rs.75/-for SC/BC candidates of Haryana) for each such additional programme.
4. **The candidates will be given eight days window and only once i.e. from 1<sup>st</sup> July 2018 to 8<sup>th</sup> July 2018 to get themselves registered and to fill-in their choices. The choices locked by the candidates cannot be changed/edited and will remain the same for all the online counsellings.**
5. **Counseling fee of Rs.500/- is to be deposited only once at the time of registration for Counselling. No separate registration fee will be deposited for any subsequent counselling.**
6. Mode of payment will be through e-challan, internet banking, debit/credit card. Transactions charges, if any for payment of fee will be borne by the candidates.
7. The Entrance Examination will be conducted by M.D. University, Rohtak and the centre for examination will be M.D.University, Rohtak only.
8. The paper will comprise 100 marks. The weightage for the entrance examination will be as under:-

B.Sc. 1 <sup>st</sup> Year	30 Marks
B.Sc. 2 <sup>nd</sup> Year	30 marks
B.Sc. 3 <sup>rd</sup> Year	40 marks

The syllabi of Common Entrance examination for admission to M.Pharma Programmes will be as that of GPAT. *The candidates who possess valid GPAT score are exempted from appearing in the common entrance examination and will be admitted first on the basis of merit as per GPAT score (All India Rank). In case GPAT qualified students are not available and the seats remain vacant then the seats will be filled up on the basis of merit in the Common Entrance examination.*

9. No candidate will be allowed to enter the centre, if he/she is possessing any electronic gadget including watch.
10. The duration of Entrance Test will be 90 minutes (1½ hr.). There shall be 100 objective multiple choice type questions of 1 mark each. The candidates will be awarded 1 (one) mark for every correct answer. There will be negative marking. ¼ Marks (.25 marks) for each wrong answer will be deducted.
11. There will be absolutely no weightage of any kind for admissions to the above programmes and admission will be made on the basis of marks obtained in the Entrance Test.
12. Medium of Common Entrance Examination will be English.
13. Three online counsellings will be conducted by the M.D.University, Rohtak and the last and final counselling will be conducted as physical counselling for the vacant seats by the respective universities.
14. Reservation policy of the State Govt. will be followed strictly for admission to these programmes.
15. After allotment of a seat/seats in any university, the applicant will report to the concerned University with all requisite documents/ certificates in original for verification and prescribed fee. List of documents required may be seen at **Appendix –N**.After verification of documents, he/she will deposit the admission fee, self-attested copies of the requisite documents and get admission. If he/she wants to attend next counseling for upgradation, he/she will have to deposit full fee or Rs. 5000/- whichever is less. The candidate who does not deposit the fee, will not be allowed to participate in the next online counseling, however, he/she may participate in physical counseling on merit basis, if seats are available. If he/she will take admission in another programme in the same university, this amount deposited by the applicant will be adjusted. Balance amount, if any will be paid/refunded to the applicant. If the applicant leaves the seat and takes admission in any other university, fee deposited by the applicant will be refunded later on as per fee adjustment/refund rules.
16. The candidates, who after allotment of a seat want to participate in the next counselling, may deposit their fee (full fee or Rs. 5000/- whichever is less) through Demand Draft in favour of Finance Officer/Registrar of the concerned university to avoid any delay in the adjustment/refund of fee as they may take back the DD if a seat in the next counselling is also allotted to them.
17. While depositing the fee after allotment of seat, the candidate will have to show his/her interest on a declaration form provided by the University as to whether he/she is interested to participate in the next counseling for upgradation or satisfied with this allotment of seat.

18. **If a candidate participates in next counselling for up-gradation and gets the upgraded seat, the seat allotted to him/her in the previous counselling will stand cancelled automatically, irrespective of whether he/she reports to the concerned department or not for the upgraded seat, and no claim against the cancelled seat will be entertained thereafter.**
19. The completion of all formalities including verification of certificates/ documents/testimonial and fee receipt etc. for admissions will be the responsibility of the University/Department/Institute concerned where admission is to be sought.
20. In case any student files civil suit in any Judicial Court against the orders declaring him/her ineligible, the said civil suit is required to be defended by the University/Department/ Institutes concerned.
21. The candidates be required to submit the proof of passing the qualifying examination with requisite marks up to 31.8.2018, otherwise their admission be cancelled by the concerned University.

## **HOW TO APPLY**

1. The candidates are advised to read the Prospectus carefully before filling the online Application Form.
2. The University has adopted online procedure for admission. The Prospectus can, however, be obtained from the Assistant Registrar (Publication Cell), M.D. University, Rohtak either in person or on payment of Rs. 150/- in cash for reference **OR** can be free downloaded from the University Website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in).
3. Change in programme or category, once opted for the purpose of admission, will not be allowed. The category and programme opted in the Online Application for admission shall be the basis for this purpose.
4. The candidates claiming the benefit of reservation shall submit a certificate to this effect from the competent authority. *Refer to Appendices A to M for instructions and formats of certificates.*
5. *Other instructions regarding filling up and online submission of application for admission will be made available on the admission portal for centralised online admissions MDUCEE-2018. Candidates are advised to regularly visit the portal for information and updation uploaded by the University.*

## **INSTRUCTIONS REGARDING REGISTRATION FOR COUNSELLING**

1. While preparing the result of the candidates appeared in M.D.UCEE-2018, the candidates will be awarded 1(one) mark for every answer. There will be negative marking. ¼ marks (0.25 marks) for each wrong answer will be deducted.
2. Candidates obtaining negative marks in the MDUCEE-2018 will not be eligible to participate in the Centralized Online Counseling. However, they may participate in the physical counseling on the basis of merit and subject to availability of the seats.
3. **The eligible candidates will have to register themselves for counseling and pay the counseling fee of Rs 500/- from 1<sup>st</sup> July 2018 to 8<sup>th</sup> July 2018. The Hall ticket number and password are required for the registration.**
4. The applicants are strongly advised to register online well in time without waiting for the last date.
5. The applicants must ensure that while filling online Counseling Form, they are providing their choices of universities and programmes.
6. Candidates have to fill in their choices of universities and programmes carefully and according to their preferences in decreasing order. Candidates are advised to fill in as many choices as possible for which he/she has appeared in the MDUCEE-2018.
7. Before giving the preference, candidates must check the breakup/availability of seats (university-wise and category wise) which is available on the website to confirm the seats.
8. **Candidate must “Lock” their choices. If a candidate fails to do so, their last saved choices will be locked automatically when the time-window of filling of choices closes.**

- 9. The candidate's particulars i.e. date of birth, category, sub category filled at the time of MDUCEE-2018 examination cannot be changed/modified at the stage of online counseling and admission.**
10. There will be three rounds of online seat allocation process for academic programmes offered by the participating universities of MDUCEE-2018. The last and final counseling will be conducted as physical counseling for the vacant seats by the respective universities.
  11. Allocation of the seats to a candidate is based on Merit, as per reservation roster, availability of seats in the concerned university and on the basis of preference of the candidates. The universities/programmes will be allotted to the candidates as per their preference.
  12. On the basis of merit and preferences, if the seat is not available in the first choice given by the candidate, in the concerned category/sub-category then seat will be allotted in accordance with his/her next choice.
  13. After allotment of a seat in any university, the applicant will report to the concerned University with hard copy of the downloaded application along with all requisite documents / certificates in original for verification on the prescribed date. After verification of documents, he/she will deposit the admission fee, self-attested copies of the requisite documents and get admission. If he/she wants to attend next counseling for up-gradation, he/she will have to deposit full fee or Rs. 5000/- whichever is less. The candidate who does not deposit the fee, will not be allowed to participate in the next online counseling, however, he/she may participate in physical counseling on merit basis, if seats are available. If he/she will take admission in another programme in the same university, this amount deposited by the applicant will be adjusted. Balance amount, if any will be paid/refunded to the applicant. If the applicant leaves the seat and takes admission in any other university, fee deposited by the applicant will be refunded later on as per fee adjustment/refund rules.
  14. The candidates, who after allotment of a seat want to participate in the next counselling, may deposit their fee (full fee or Rs. 5000/- whichever is less) through Demand Draft to avoid any delay in the adjustment/refund of fee as they may take back the DD if a seat in the next counselling is also allotted to them.
  15. Candidate participating in subsequent rounds are required to fill option for 'freeze', or 'slide' the choice of academic programme.
  16. After allocation of seat for any round, university-wise and category-wise vacant seats will be allotted to the candidates (in waiting) in subsequent round(s).
  - 17. The candidate shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria.**

### **Documents Required at the Reporting University**

*(Original documents for verification/submission along with one set of self attested copies)*

1. Computer generated application form duly signed by the applicant.
2. 10<sup>th</sup> Certificate
3. 12<sup>th</sup> Certificate
4. Mark sheet of the qualifying examination ( B.A./B.SC./B.Pharmacy etc).
5. Latest Character Certificate
6. Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Prospectus.
7. Income certificate, if required.
8. Haryana Residence Certificate, if applicable
9. Undertaking certificate from the candidate and parents regarding antiragging as per norms of the concerned University.
10. Certificate of gap year, if any.

### **Important Instructions to be Followed after the Registration Process**

- The Candidate must carefully secure the roll number and password.
- Candidate must take a printout of the final locked choices for submission during reporting.

- Candidate must click the “logout” button and close all the windows related to the session, for security reasons.
- Candidates are advised to keep changing the Password at frequent intervals.

### **Things to Remember**

- The eligible candidates will be given eight days window and only once i.e. from 1<sup>st</sup> July 2018 to 8<sup>th</sup> July 2018 to get themselves registered and to fill-in their choices. The choices locked by the candidates cannot be changed/edited and will remain the same for all the online counsellings.
- Candidates who do not get registered themselves for counseling will not be allowed to participate in any round of online counseling.
- Candidates failing to fill in their choices within the stipulated time window will also not be able to participate in any round of online counseling.
- The candidates are advised to keep in mind that choices once LOCKED cannot be modified.
- If a candidate participates in next counselling for up-gradation and gets the upgraded seat, the seat allotted to him/her in the previous counselling will stand cancelled automatically and no claim against the cancelled seat will be entertained thereafter.

### **Supernumerary Seats**

There are some supernumerary seats available in the participating universities for various categories such as Outstanding Sports Persons, Kashmiri Migrants, NRI, Foreign National Candidates, NCC, NSS, Single Girl Child, etc. as mentioned in the Prospectus. The candidates interested in taking admission against these categories will have to participate in Physical Counseling as per rules of the concerned participating University on the date mentioned in the Prospectus.

### **Instructions regarding Physical Counselling**

1. The date (any date from 25-07-2018 to 30-07-2018) for Final Counseling (Physical) will be notified by the concerned department of the respective Universities subject to availability of seats. The University-wise and Programme-wise availability of seats will be made available on the Admission Portal of MDUCEE-2018 after the third online counselling.
2. The candidates who have appeared in the Entrance Test but did not get themselves registered for online counseling may also appear for physical counseling in the concerned Department to which they wish to seek admission.
3. All the eligible candidates are required to appear personally between 9:00 a.m. to 11:30 a.m. on the date notified by the concerned department of the concerned University and mark their presence by putting signatures in that department, if they wish to seek admission. No candidate will be allowed to participate in the physical counseling if he/she arrives after 11:30 a.m.
4. The copy of the list of candidates who will mark their presence between 9:00 a.m. to 11:30 a.m. on the notified date will be displayed by the concerned department at 11:45 a.m. and the counseling will start from 11:45 a.m. onwards. The admissions will be made on merit basis in the respective categories and subject to availability of seats amongst these candidates. The candidates are required to get their documents verified and deposit the full fee on the same day.
5. In case, at the time of Physical counseling, the seats of various reserved categories remain vacant and no eligible candidate of the reserved categories is available then the vacant seats may be thrown open to Haryana General Category/AIO category on that date itself as per the rules of the concerned university.
6. Counseling will be closed as soon as the seats are filled.

