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ADMISSION POLICY AND REGULATIONS – BACHELOR OF DENTAL SURGERY (BDS)

Submitted to: National Dental Commission (NDC)
Academic Programme: Bachelor of Dental Surgery (BDS)
Affiliating University: Kerala University of Health Sciences (KUHS)

1. Purpose and Scope

KMCT Dental College follows a transparent, merit-based and regulatory-compliant admission process for the Bachelor of Dental Surgery (BDS) programme. Admissions are undertaken in accordance with the applicable rules, regulations and notifications issued by the Government of India, the Government of Kerala, the National Testing Agency (NTA), the National Dental Commission (NDC) or the competent dental regulatory authority, the Commissioner for Entrance Examinations (CEE), Kerala, and Kerala University of Health Sciences (KUHS).

The policy aims to ensure equal opportunity, fairness, accountability and compliance with the prescribed admission procedures for the relevant academic year.

2. Eligibility Criteria

Candidates seeking admission to the BDS programme must fulfil the following eligibility requirements:

2.1 Academic Qualification

- Candidates must have passed the Higher Secondary Examination (10+2) or an equivalent examination recognised by the competent authority.
- Candidates must have studied Physics, Chemistry, Biology/Biotechnology and English as prescribed under the applicable BDS admission regulations.
- Candidates must satisfy the minimum qualifying marks prescribed by the competent regulatory authority and the prospectus applicable to the relevant academic year.

2.2 Minimum Qualifying Marks

The minimum aggregate marks in Physics, Chemistry and Biology/Biotechnology in the qualifying examination shall be as prescribed under the applicable BDS regulations and NEET-UG information bulletin.

The general qualifying requirement is ordinarily 50% for the general category, 40% for SC/ST/OBC candidates where applicable, and 45% for candidates with benchmark disabilities in the relevant general-category provisions. The applicable category-specific rules and eligibility conditions notified for the admission year shall prevail.

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2.3 NEET-UG Qualification

- Qualifying the National Eligibility cum Entrance Test (NEET-UG), conducted by the National Testing Agency (NTA), is mandatory for admission to the BDS programme.
- Candidates must secure the minimum qualifying percentile prescribed for the relevant category and admission year.
- Admission and allotment shall be based on the NEET-UG qualification, merit and the applicable counselling and allotment rules.
- A candidate who has not qualified NEET-UG in accordance with the applicable rules shall not be eligible for admission.

2.4 Age Requirement

Candidates must have completed 17 years of age on or before 31 December of the year of admission, subject to the applicable NEET-UG and Government of India regulations.

3. Application and Registration

Candidates seeking admission to BDS in Kerala must submit their applications through the official online admission portal of the Commissioner for Entrance Examinations, Kerala, within the prescribed dates.

Applicants are responsible for:

- Providing accurate personal, academic and category-related information.
- Uploading the required certificates and supporting documents.
- Selecting the BDS programme and registering the required options as instructed by CEE Kerala.
- Completing application formalities within the notified deadlines.
- Monitoring the official CEE website and candidate portal for notifications, allotment updates and instructions.

The application and counselling procedures shall be governed by the prospectus and notifications applicable to the particular academic year.

4. Selection and Counselling Procedure

4.1 Centralised Allotment

Admission to BDS at KMCT Dental College shall be through the authorised counselling and allotment process applicable to the relevant seat category.

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For seats allocated through Kerala State counselling, the Centralised Allotment Process (CAP) conducted by the Commissioner for Entrance Examinations, Kerala, shall be followed in accordance with the applicable prospectus and Government orders. Seats falling under the All India Quota, where applicable, shall be filled through the counselling authority designated for that quota.

4.2 Merit-Based Selection

Selection shall be based on NEET-UG qualification, applicable merit and rank, candidate eligibility, category, seat availability, preferences and the rules governing the relevant allotment process.

4.3 No Unauthorised Admission

The college shall not admit candidates outside the prescribed statutory counselling and allotment process. No admission shall be confirmed solely on the basis of an enquiry, institutional application, recommendation or payment of fees without a valid allotment and satisfaction of all eligibility requirements.

4.4 Allotment and Reporting

Candidates allotted to KMCT Dental College must report within the stipulated period with the official allotment memo and the required documents. Failure to report, pay the prescribed fees or complete admission formalities within the notified period shall be dealt with according to the applicable counselling rules.

5. Seat Matrix and Reservation

The number of BDS seats available at KMCT Dental College shall be as approved by the competent regulatory authority and notified for the relevant academic year.

Admissions shall be made against the applicable categories of seats, which may include:

- State merit and other categories prescribed under the Kerala admission framework.
- Reservation categories, including SC, ST, SEBC/OBC and EWS, where applicable.
- NRI quota, subject to the approved seat matrix and the prescribed eligibility and documentation requirements.
- All India Quota seats, where applicable under the Government orders and counselling framework for the relevant academic year.

The number of seats under each category and the eligibility conditions shall be determined strictly in accordance with the applicable Government orders, seat matrix and counselling notifications. No unapproved seat shall be filled.

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6. Documents Required for Admission

Candidates must produce the original documents required by the competent authority and the college for verification, including, as applicable:

1. NEET-UG admit card.
2. NEET-UG scorecard or rank details.
3. CEE Kerala allotment memo.
4. Class 10 certificate or equivalent document as proof of date of birth.
5. Higher Secondary/Class 12 mark sheet and pass certificate.
6. Transfer Certificate from the institution last attended.
7. Conduct Certificate, where required.
8. Migration Certificate, where applicable.
9. Eligibility or equivalency certificate, where applicable.
10. Caste/community and non-creamy-layer certificates, as applicable.
11. EWS certificate, where applicable.
12. Disability certificate or other prescribed documentation, where applicable.
13. NRI status and supporting documents, where applicable.
14. Physical fitness certificate, where required under the applicable admission instructions.
15. Any other document specified by CEE Kerala, KUHS or the competent regulatory authority.

All documents shall be verified before confirmation of admission. Admission shall be subject to the genuineness of the documents and fulfilment of the prescribed eligibility criteria.

7. Fee Structure and Payment

The tuition fee and other applicable charges shall be collected in accordance with the fee structure approved or notified by the competent Government authority or fee regulatory committee for the relevant academic year.

- Candidates must pay the prescribed fees within the stipulated time.
- Payments shall be made through the authorised payment modes specified by the college or counselling authority.
- Receipts shall be issued for payments received.
- No unauthorised capitation fee or payment beyond the legally permitted and notified charges shall be demanded or collected.

- Hostel, transport and other optional or applicable charges shall be communicated separately, as appropriate.

8. Cancellation and Refund of Fees

Cancellation of admission, surrender of seats, discontinuation and refund of fees shall be governed by the applicable Government orders, CEE Kerala counselling rules, fee regulatory directions and judicial decisions in force for the relevant academic year.

The college shall process eligible refunds and any permitted deductions or liabilities in accordance with the applicable regulations and notified deadlines.

9. Anti-Ragging and Student Conduct

KMCT Dental College maintains a zero-tolerance policy towards ragging and other forms of harassment or misconduct.

- Students and parents/guardians shall submit the prescribed anti-ragging undertakings and affidavits.
- Students shall comply with the institutional code of conduct, academic regulations, attendance requirements and clinical safety protocols.
- Any incident of ragging shall be addressed in accordance with applicable anti-ragging regulations and statutory requirements.

10. Transparency and Grievance Redressal

The college shall maintain appropriate admission records, allotment documents, fee receipts and document-verification records for audit and regulatory inspection.

Candidates may seek clarification or submit admission-related grievances through the designated college authorities or the competent Government counselling authority, as appropriate. Complaints shall be considered in accordance with the applicable rules and established grievance-redressal procedures.

11. Policy Review and Amendments

This policy shall be reviewed periodically and amended whenever necessary to reflect changes in statutory regulations, Government orders, NEET-UG requirements, CEE Kerala prospectuses, KUHS directions or other binding instructions issued by the competent authorities.

In the event of any inconsistency between this institutional policy and the applicable statutory rules or Government notifications, the latter shall prevail.

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12. Approval and Implementation

This policy shall be implemented by the college administration and the designated admission authorities of KMCT Dental College. It shall remain in force subject to the applicable regulatory framework and subsequent amendments.

Dr. MANOJ KUMAR K.P
Principal
KMCT Dental College
Manassery, Kozhikode

K.M.C.T. DENTAL COLLEGE
P.O. Manassery
Pin - 673 602
Mukkam, Kerala
India
CALICUT

Dr. Manoj Kumar K P

Principal