



Doon University, Dehradun

Instructions for aspirants in the Merit List for Admissions for session 2024 – 25 at Doon University

Admission Date- 11th and 12th July 2024

Time 10:00AM to 5:00 PM

After declaration of Merit List for admission in various Undergraduate and Post Graduate programs the counseling and registration process for admission will be conducted between 11th to 12th July 2024 in the University Campus. Selected candidates are required to be present in the University at respective offices of the Schools/Departments at 10:00AM on the working days in the above duration to make admission registration.

The following instructions are required to be followed by the aspirants seeking admissions in different academic programs of the Doon University:

1. The applicant should ensure that his/her name is in the List of selected candidates for Admissions in the Academic Programme for which he/ she has applied.
2. Prior to proceed, students should ensure that he/she fulfil the eligibility criteria for admission in the respective program.
3. The candidates are required to fill **Admission Form and Semester Registration Form available in the respective Department** at the time of admission.
4. Admission and semester registration fee will be paid online through SAMARTH Portal for which the concerned HoD will provide the link after verifying all the documents:
5. Copy of receipt of the fee payment must be attached with the Admission Form. Please note that the Admission Form will be valid only if the receipt of payment for requisite amount of fee is attached with the filled form.
6. Please note that the Admission Form will be valid only if the receipt of payment for requisite amount of fee is attached with the filled form.
7. After declaring the Merit list, students should ensure to make them registered and to deposit the course and admission fee within the given time for counseling. After that no form and application for admission of Merit list will be considered. Waiting list will be declared on the basis of admission granted in the Merit List.

6. While submitting the filled Admission Form, the following documents must be attached:

| S.N. | Name of the Document |
|------|-------------------------------------------------------------------------------|
| 1 | 10 th Mark Sheet (Self Attested copy) |
| 2 | 10 th Passing Certificate (Self Attested copy) |
| 3 | 12 th Mark Sheet (Self Attested copy) |
| 4 | 12 th Passing Certificate (Self Attested copy) |
| 5 | Graduation Passing Certificate (for admission in PG) |
| 6 | Graduation Passing Mark sheet (for admission in PG) |
| 7 | Transfer or Migration Certificate (Original) |
| 8 | Character Certificate (Original) |
| 9 | Medical Certificate (Original) |
| 10 | Domicile Certificate (for Uttarakhand candidates only) (Self Attested copy) |
| 11 | Category Certificate (for SC/ST/OBC of Uttarakhand only) (Self Attested copy) |
| 12 | Passport Size Photographs 2 |

If any of the above documents is not available with the applicant, he/she has to fill the **Undertaking** with the Admission Form and submit the same.

Important Instructions

- 1. All Admissions will be provisional and subject to verification of original documents.**
- 2. The students submitting undertaking for not producing any Certificate/documents must submit that certificate/document within the time as undertook by him/her.**
- 3. If any students after taking admission wishes to withdraw admission, he/she must apply for the same well in time. Fee refund will be made as per University/UGC norms.**