

## SECTION-II HOW TO APPLY FOR ADMISSION TO VARIOUS COURSES

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 from the academic session 2013-14. The Prospectus can, however, be obtained from the Assistant Registrar (Publication Cell), M.D. University, Rohtak either in person or on payment of Rs. 100/- in cash for reference. OR can be free downloaded from the University Website [www.mdurohtak.ac.in](http://www.mdurohtak.ac.in). The Prospectus is also available on cash payment at the University Institute of Law and Management Studies, Sector 40, Gurgaon,
3. The processing charges for submission of the admission application will be charged as Rs.400/-for general category candidates and Rs.100/- (for S.C./B.C.candidates of Haryana only). The S.C/ B.C candidates belonging to the States other than Haryana will be treated as General Category candidates for all purposes.  
A candidate can apply for admission to three additional courses (except M.Tech) after online registration to the first course, he/she is applying and confirmation of depositing the required processing fee. Separate application form for admission in each additional course shall be filled after paying Rs.50/- (Rs.15/- for SC/BC candidates of Haryana only) each.

Admission to various M.Tech Programmes shall be made first on the basis of merit of valid GATE score. If seats remain vacant then admissions on the basis of merit of marks in the qualifying examinations shall be made.

Separate application forms are required for admission to different M.Tech Courses. For example, for admission to M.Tech (Computer Science & Engineering) or M.Tech (Software Engineering) or M.Tech (Computer Science), candidates are required to apply on separate application form alongwith required application fee for each course.

4. Where entrance test is to be held a candidate is required to pay entrance fee of Rs.200/- for traditional courses and Rs.300/-for professional courses for each test except for the courses where entrance test is common.
5. All the candidates will be required to deposit processing charges/entrance fee through Debit/Credit Card/e-challan of SBI/Axis Bank.
6. All the candidates will be required to produce the proof of having passed the qualifying examination atleast three days before the date of display of merit list except for the courses where admissions are made purely on Entrance Test basis and GPAT basis (applicable only to pharmacy programme). In the latter cases, the candidates will produce all documents at the time of counseling.  
The candidate applying for M.Pharma. course should be allowed to fill a single application form for M.Pharma course and he/she may be allowed to choose the specialization of M.Pharma at the time of counselling.
7. The self-attested copies of certificates/testimonials of all the examinations passed by the candidate from 10th Standard onwards/other documents and latest Character Certificate should be appended to the computer generated application form to be submitted to the concerned Department / Institute / Office with the computer generated application form duly

signed at the time of counselling failing which his/her candidature will not be considered for admission.

8. Change in course or category, once opted for the purpose of admission, will not be allowed. The category and course opted in the Online Application for admission shall be the base for this purpose.
  9. If the last date for receipt of applications falls on a holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose. However, the timings will remain unchanged.
  10. The candidates claiming the benefit of reservation shall submit a certificate to this effect from the competent authority. Refer to Appendices C to L for instructions and formats of certificates.
  11. The Application or any other document attached thereto once submitted shall not be returned.
- 12 i) Centralized admissions in M.Sc courses of the various Departments under the Faculty of Life Sciences will be made through a Common Entrance Test to be conducted by the **Centre for Bio-Technology**. Computer Generated application form duly signed alongwith all relevant certificates/documents at the time of Counselling should be submitted to the Director, Centre for Bio-Technology, MDU, Rohtak (except M.Sc. Forensic Science which will be submitted in the Department of Genetics, MDU, Rohtak) failing which his/her candidature will not be considered for admission.
- ii) Common counseling shall be conducted by the Centre for Bio-Technology through an Admission Committee having representation from each Department. Admissions will be made to a particular course on the basis of merit of the candidate-cum-choice and eligibility.

13. The opening date of registration and last date of submission of online applications, date, time and Entrance Examination, and addresses for submission of applications are given in the table below :

Sr. No.	Name of the Programme	Opening date of registration	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	Address for submission of online generated Application form
1.	MBA 5-year	21.5.2015	20.06.15 (up to 5.00 p.m.)	-	-	Director IMSAR
2.	MBA 2-year (all progs except (Sr. No. 3)	-do-	-do-	300/-	06.07.15 (2.30 p.m.- 3.45 p.m.) (Monday)	-do-
3.	MBA (Executive Weekend)	-do-	27.06.15	-	-	Director, UILMS, Sector 40, Gurgaon
4.	LL.B (Hons.) 5-year Integrated including UILMS	-do-	20.06.15	300/-	1.07.15 (11.00 a.m.- 12.15 p.m.) (Wednesday)	Head, Department of Law
5.	LL.B (Hons.) 3-year (Morning & Evening)  LL.B(Hons.) 3-Year (Morning) at UILMS	-do-	-do-	300/-	07.07.15 (2.30 p.m.- 3.45 p.m.) (Tuesday)	-do-
6.	MHM & CT /MTTM	-do-	30.06..15	-	-	Director, Instt. of Hotel and Tourism Management
7.	BHM & CT/ BTTM	-do-	20.06.15	-	-	-do-
8.	B.Pharmacy	-do-	20.06.2015	300/-	02.7.15 (11.00 a.m. to 12-15 p.m.) (Thursday)	Head, Department of Pharmaceutical Sciences.
9.	M.Pharmacy (Industrial Pharmacy, Pharmaceutics, Pharmaceutical Chemistry Pharmacognosy pharmacology)	-do-	30.06.2015	-	-	-do-
10.	M.Tech	-do-	7.7.2015	-	-	Director, University Institute of Engineering & Technology
10	B.P.Ed.	-do-	20.6.15	-	-	Head, Dept. of Physical Education
11.	M.P.Ed.	-do-	-do-	300/-	06.07.15	-do-

					(10.15 a.m. – 11.30 a.m.) (Monday)	
12.	M.Ed.	-do-	22.8.2015	-	-	Incharge(Colleges)
Sr. No.	Name of the Programme	Opening date of registration	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	Address for submission of online generated Application form
13.	Diploma/ Certificate in Foreign Languages	21.5.2015	30.6.15	-	-	Head, Dept. of English & Foreign Languages
14.	5-Year Integrated M.Sc.(Hons.) Mathematics	-do-	20.06.15	200/-	1.7.2015 9.30 a.m – 10.45 a.m. (Wednesday )	Head, Department of Mathematics
	5-Year Integrated M.A.(Hons.) English	-do-	-do-	200/-	01.07.15 11.30 a.m – 12.45p.m (Wednesday)	Head, Deptt. of English and Foreign Languages
<b>M.A./M.Sc./M.Com/LL.M</b>						
<b>including 5-year Integrated (Except MA English (Hons.)5 year &amp; M.Sc. Math. (Hons.) 5-year and Dip. Courses other than Dip. in Foreign Languages (Sr. No. 13)</b>						
i.	Maths, Maths with Computer Sc.	21.5.2015	20.6.15 (upto 5.00 pm. (Friday)	200/-	06..07.15 (8.45 a.m. to 10.00 a.m.) (Monday)	Heads Department of Mathematics,
ii.	Psychology, Applied Psychology, Hindi	-do-	-do-	200/-per programme	06.07.15 (11.15 a.m. to 12.30 p.m.) (Monday)	Heads of the respective Depts.
iii.	L.L.M, History	-do-	-do-	200/- per programme	06.07.15 (2.00 p.m. to 3.15 p.m.) (Monday)	Heads of the respective Depts.
iv.	Journalism & Mass Communication and Physics	-do-	-do-	200/- per programme	06.07.15 (4.15 p.m. to 5.30 p.m.) (Monday)	Heads of the respective Depts
v.	Sociology, P.G.Diploma in Translation( Hindi-English)	-do-	-do-	200/- per programme	07..07.15 (8.45 a.m. to 10.00 a.m.) (Tuesday)	Heads of the respective Depts.

vi.	English  Pub.Admn.	-do-	-do-	200/-per programme	07.07.15 (11.15 a.m. to 12-30 p.m. (Tuesday)  11.15 a.m. to 12-30 p.m. (Tuesday)	Heads of the respective Departments.
vii.	Geography	-do-	-do-	200/- per programme	07.07.15 (2.00 p.m. to 3.15 p.m.) (Tuesday)	Head, Deptt. of Geography
Sr. No.	Name of the Programme	Opening date of registration	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	Address for submission of online generated Application form
Viii	Economics, Chemistry	21.5.2015	20.06.15 (up to 5.00 p.m.)	200/-per programme	08.07.2015 (4.15 p.m. to 5.30 p.m) (Wednesday).	Heads of the respective Departments
ix.	Pol. Science  MFA-6 years	21.5.2015  -do-	20.6.2015  -do-	200/-  -do-	08.07.15 (8.45 a.m. to 10.00 a.m.)  9.00 a.m. to 12-30 p.m (Wednesday)	Heads of the respective, Department
x.	Commerce	-do-	-do-	200/-	08.07.15 (11.15 a.m. to 12.30 p.m.)	Head, Department of Commerce
Xi	M.Sc. Botany, Zoology, Environmental Science,, Environmental Biotechnology Microbiology, Microbial Bio-Technology Bio-Chemistry, Food Technology, Bio-Technology, Agriculture Biotechnology Genetics, Bio-informatics	21.5.2015	20.6.2015	200/-	01.07.15 11.00 a.m. to 12-15 p.m (Wednesday).	Director, Centre for Bio-Technology.

	and Medical Bio-technology					
Xii	M.Sc. (Forensic Science)	-do-	-do-	200/-	01.07.15 3.00 p.m. to 4-15 p.m (Wednesday)	Head, Department of Genetics.
xi.	Education, Defence & Strategic Studies, Music-vocal, Music-Instrumental, Fine Arts, , Computer Science and applications (MCA), Statistics, including Diploma/ Certificate M.Lib & Information Sc. and M.A. Eco.(Hons), M.A Pub.Admn. 5-Year (Hons.) M.Com. (Hons.) 5-year. LL.M (Evening) in Law Deptt. and LL.M (Morning) at UILMS, Gurgaon, P.G.Diploma in Human Resource Comptencies, P.G.Diploma in School Psychology.	-do-	-do-	-	-	Heads of the respective Deptts.

**Entrance Schedule of M.Phil Courses.**

Sr. No.	Name of the Programme	Opening date of registration	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	Address for submission of online generated Application form
i.	Maths , Commerce and History	21.05.15	26.08.15 (upto 5.00 p.m.)	200/- per programme	09.09.15 (8.45 a.m. to 10.00 a.m.) (Wednesday)	Heads of the respective Deptts.

ii.	Pub. Admn and Psychology	-do-	-do-	-do-	09.09.15 (11.15 a.m. to 12.30 p.m.) (Wednesday)	Heads/Directors of the respective Depts./ Institutes
iii.	Hindi and Sociology	-do-	-do-	-do-	09.09.15 (2.00 p.m. to 3.15 p.m.) (Wednesday)	Heads of the respective Depts.
iv.	Education and Journalism & Mass Communication	-do-	-do-	-do-	09.09.15 (4.15 p.m. to 5.30 p.m.) (Wednesday)	Heads / Directors of the respective Depts./Institutes
v.	English	-do-	-do-	-do-	10.09.15 (8.45 a.m. to 10.45 a.m.) (Thursday)	Head, Department of English and Foreign Languages
v(a)	Geography	-do-	-do-	-do-	8-45 a.m. to 10.00 a.m. (Thursday)	Head, Department of Geography
vi.	Statistics, Physical Education and Political Science	-do-	-do-	-do-	10.09.15 (11.15 a.m. to 12.30 p.m.) (Thursday)	Heads of the respective Departments
vii.	Sanskrit and Economics	21.05.15	26.08.15 (upto 5.00 p.m.)	200/- per programme	10.09.15 (2.00 p.m. to 3.15 p.m.) (Thursday)	Heads of the respective Departments
viii.	Defence & Strategic Studies, Music Instrumental & Vocal.	-do-	-do-	do-	10.09.15 (4.15 p.m. to 5.30 p.m.) (Thursday)	Heads of the respective Departments
ix	P.G. Dip. in Guidance & Counseling.	-do-	-do-	-	Academic Merit	HOD Psychology

Note: i) Processing/entrance fee must be deposited within two days of the closing of last date of submission of online application.

ii) Candidates must submit computer generated application form duly signed alongwith required documents to the concerned Department/Institute/Office at the time of counselling failing which his/her candidature will not be considered for admission

## INSTRUCTIONS/GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION:

1. Pre-Requisites for Applying Online Application Form:—
  - a. Prospectus 2015-16 ([http://mdurohtak.ac.in/info/information\\_brochure.html](http://mdurohtak.ac.in/info/information_brochure.html))
  - b. Your email id (eg. [xyz@gmail.com](mailto:xyz@gmail.com))
  - c. Scanned copy of **Photograph, Signature and Thumb Impression (LTI)** ensuring that all required scan images should be in **.jpeg** format with below specification:
    - Size of the photo image must be less than 50 KB
    - Size of the signature image must be less than 30 KB
    - Size of Thumb Impression must be less than 50 KB.
  - d. Your **Mobile Number**
  - e. **Pin Code** with the details of Permanent & Correspondence Address.
  - f. Education Qualification & Weightage details/documents (like Matriculation, Senior Secondary, and Degree etc.)
2. Candidates can apply online through website [www.mdurothak.ac.in](http://www.mdurothak.ac.in).
3. Click on **mdurohtak.ac.in->Admission->Online Application form**.
4. Read the General Instructions & prospectus carefully and then start the process of “**New Registration**”.

### NOTE:

- Candidate can only apply maximum **FOUR Courses**.
  - Fill all Qualification Details which you have completed past till date in the first Registration Process.
  - Once Challan is generated, applicant cannot self-edit any details including Personal, Address, Educational Details, Employment Details, Photo and Signature.
  - Once the payment for a course is **confirmed**, no changes for that particular course are allowed.
  - Data will not be saved without clicking “**SAVE**” button, so before clicking on “**NEXT**” button click on “**SAVE**” button to save the details filled by you.
  - Keep the **Username & Password** assigned to you Confidential and Safe.
1. The University has two campus, viz. Main **MDU Campus, Rohtak** and **University Institute of Law and Management Studies, Gurgaon (UILMS)**. Select desired Campus from the drop down menu and apply the relevant course.
  2. Select the appropriate program offered at the campus from the drop down menu of “**Program list**” then the corresponding course from the drop down menu of “**Courses**”.
  3. In the [Admission Registration](#) Form enter your details such as address, mobile no., landline no., and e-mail address etc. carefully. Filling of star (\*) marked fields is mandatory. The application cannot be submitted unless the mandatory fields are filled. The University will use applicant’s information to contact the applicant for any further communication. The



University will not be responsible for incorrect information due to mistakes in address, mobile no., landline no., or e-mail address etc.

4. If your result of qualifying exam is still awaited, select the “**Result Awaited**” option from drop down.
5. Based on the Program and Course selection, weightage list will be displayed, select relevant weightage (if applicable) and Click on “**SAVE**” and “**NEXT**” button.
6. **Quota:** Applicant can choose the quota for which he/she is applying. If you are not sure about Quota – choose General Quota. Military Quota is available for serving Military persons in very few courses and that too with proper sponsorship.
7. You cannot proceed for payment until you upload your photo, signature and thumb impression as in required size and .jpeg format.
8. You can apply for Additional courses through “**Add course**” button from “**My Profile**” Page.
9. In order to pay the fee click on “**Make Payment**” your opted course details along with the Processing fee and Entrance Exam Fee (if applicable) will be shown. You are required to select the checkbox shown in front of the details for the courses for which you want to pay fee.
10. You need to select Payment mode and Bank for fee payment
11. For “**Cash Payment in Bank**”, select the Bank – SBI or Axis
  - Take the print out of the e- challan receipt by clicking the ‘Print button.’
  - Payment to the Axis Bank may be made immediately, while for SBI, payment has to be made next day.
12. Once the **e-challan** has been generated make the payment as soon as possible on or **before the validity of challan** to avoid eleventh hour hassles.
13. Fee is generally confirmed by Bank within 2-3 days. After fee confirmation, Login to your account and click on “**Download Application Form**” option on the “**My Profile**” page to take a print of your application form and retain for record. If Fee is not confirmed within 2-3 days, contact University.
14. You will receive a message containing your login credential details on your **Mobile** and at your **e-mail address** confirming that you have been registered for admission.
15. Information about fee confirmation, Application Form, Admit card, result etc. will be available on the candidate’s login page itself.

**Note:** Foreign students are not required to fill online admission form. They may contact to Foreign Students Cell.


**Note: Admission/Online Registration Enquiry No. (From 9.00 a.m. to 5.00 p.m. on all working days)**

For admission: - **01262-393580** (Academic Branch, University Secretariat) - (for General information about admission). For Online Registration: - **01262-393325/393326/393596** or via e-mail **admissions@mdurohtak.ac.in** University Computer Centre, Gate No. 1, M.D. University, Rohtak. HELPDESKS: - **DDE Building, Near Gate no. 1 (For technical Assistance)**

## DETAIL STEPS FOR ONLINE APPLICATION FORM:

**Step 1: Go to Maharshi Dayanand University website and click on Online Application Form Link:**

**Step 2: If you are applying for the first time click on “New Registration” . Else enter your email id and password and click on “LOGIN”**



The screenshot displays the 'APPLICANT REGISTRATION WINDOW' for Maharshi Dayanand University, Rohtak. At the top left is the university's logo, a circular emblem with a book and a lamp. To its right, the text reads: 'MAHARSHI DAYANAND UNIVERSITY, ROHTAK (A State University established under Haryana Act No. XXV of 1975) 'A' Grade University Accredited by NAAC'. Below this header, the registration form contains two input fields: 'Email Id:' and 'Password:'. At the bottom of the form, there are three buttons: 'New Registration', 'Forgot Password', and 'Login'. The 'New Registration' button is highlighted with a red rectangular border.

**Step 3: Enter all required details and click on “Register” as shown in the figure.**

**Online Application Form**

**Register**

\* First Name:

Middle Name:

Surname:


\* Date of Birth (dd.mm.yyyy):

\* Mobile(10 Digits):

\* Email Id:

\* Password:

Step 4: "In case" applicant forgets password, click on "Forgot Password" as highlighted below.

 **MAHARSHI DAYANAND UNIVERSITY, ROHTAK**  
(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

**APPLICANT REGISTRATION WINDOW**

Email Id:

Password:

Step 5: Provide date of birth and email id and click on "SUBMIT" as highlighted below. Once submitted, email will be sent to the id where applicant can get the password.

## Online Application Form

### Forgot password

\* Date of Birth: 12.12.1987

\* Email Id: test123@gmail.com

Submit

Back

Step 6: Enter your email id and password and click on “LOGIN” as shown below



## MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

### APPLICANT REGISTRATION WINDOW

Email Id: test123@gmail.com

Password: .....

New Registration

Forgot Password

Login

**Step 7: Please fill all Personal and Family Details. \* Sign means that the field is mandatory and applicant cannot proceed without filling those fields. After filling all fields click on “SAVE” button to save the data. Click “NEXT” to proceed further.**

**In case of applicant being married he/she has to fill Spouse details as well.**

**NB: DATA WILL NOT BE SAVED FOR ANY DETAILS WITHOUT CLICKING”SAVE”. BEFORE CLICKING “NEXT” DATA HAS TO BE SAVED.**

**Personal Details**

* First Name:	First Name	Religion:	HINDU
Middle Name:	Middle Name	* Date of Birth:	12.12.1987
Surname:	Surname	* Gender:	Male
Aadhar Number:	123456781234	Aadhar Enrollment Number:	1231231231222222
* Nationality:	India	* Family Annual Income:	0-1 Lakh
* Category:	General	Sub category:	Dependent of Freedom Fighter
* Residence Area Type:	Rural	* Marital Status:	Married

**Family Details**

* Father First Name:	Father First Name	* Mother First Name:	Mother First Name
Father Middle Name:	Father Middle Name	Mother Middle name:	Mother Middle Name
Father Surname:	Father Surname	Mother Surname:	Mother Surname
Guardian First Name:	Guardian First Name	* Spouse First Name:	Spouse First Name
Guardian Middle Name:	Guardian Middle Name	Spouse Middle Name:	Spouse Middle Name
Guardian Surname:	Gurdian Surname	Spouse Surname:	Spouse Surname

1 Save 2 Next

**Step 8: Fill the address details as shown below. Applicant can fill both Communication Address and Permanent address differently or if it is same click on the check box and “SAVE” .After saving the address data click on “NEXT”. If any changes have to be done for personal details, applicant can click on “BACK” button.**

### Online Application Form

Communication Address	Permanent Address
* Line1: <input type="text" value="Line 1"/>	* Line1: <input type="text" value="Line 1"/>
Line2: <input type="text" value="Line 2"/>	Line2: <input type="text" value="Line 2"/>
Reserve: <input type="text" value="INDIA"/>	Country: <input type="text" value="INDIA"/>
* State: <input type="text" value="Haryana"/>	* State: <input type="text" value="Haryana"/>
* District: <input type="text" value="Rohtak"/>	* District: <input type="text" value="Rohtak"/>
City/Tehsil: <input type="text" value="Tehsil"/>	City/Tehsil: <input type="text" value="Tehsil"/>
* Pin Code: <input type="text" value="123456"/>	* Pin Code: <input type="text" value="123456"/>
Phone Number: <input type="text" value="123123123122"/>	Phone Number: <input type="text" value="123123123122"/>
Mobile Number: <input type="text" value="1212121231"/>	* Mobile Number: <input type="text" value="1212121231"/>
Email Id: <input type="text" value="test123@gmail.com"/>	Alternate Email Id: <input type="text" value="test123@gmail.com"/>
<input checked="" type="checkbox"/> Permanent Address is same as communication address	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Back"/>	

**Step 9: In Educational Details fill the following details:**

1. **Course – Graduation course of the applicant.**
2. **Roll Number- Roll number of the Board/Latest University Exam that Applicant have attended.**
3. **Registration number: If Applicant has done any education from MDU. Provide Registration number.**
4. **Board/University: Select the board or university name from which applicant has done qualification**
5. **College/School: Name of the college or school which is affiliated to selected University/Board.**
6. **Year of Passing: Provide year of passing from drop down.**
7. **Total Marks Obtained: Marks obtained in the final examination conducted by respective Board/University.**
8. **Total Marks: Total marks out of which final examination was conducted by respective Board/University.**
9. **Percentage: Percentage will be auto calculated after entering 7 and 8.**

**10. Result Status:** There are two status available for applicants: 1. Passed and 2. Result Waiting. If for any of the examination result has not yet been published, applicant can select Result Awaited else Pass status.

**11. After entering all details press “SAVE” button to save the data and then click on “NEXT” to proceed further.**

Qualification	Course	Roll Number	Registration Number	Board / University	College / School	Year of Passing	Total Marks Obtained	Total marks	Percentage
Matric/Secondary		12322	123222	Aligappa University	School Name	01.01.2015	100.00000	100.00000	0.0
Senior Secondary		123123	123123	Aligarh Muslim University	School Name	01.01.2015	100	100	0.0
Diploma/Certificate							0.00000	0.00000	0.0
Graduation							0.00000	0.00000	0.0
Post Graduation							0.00000	0.00000	0.0
Shastri Examination							0.00000	0.00000	0.0
Others							0.00000	0.00000	0.0

Save    Next >    < Back

**Step 10:**

**Work Experience view is optional but Mandatory for Evening Courses. If applicant have relevant work experience, he/she can enter the following details:**

**Company Name:** The name of the company

**Job title:** Title of the job:

**Job Type:** Select if it is semi Government, Government or Private

**Start Date:** Date of Joining

**End Date:** Date of Relieving.

## Online Application Form

### Work Experience

Do you hve work eperience?

No     Yes

Organization / Company Name	Job Title	Job Type	Start Date	End Date
		▼		
		▼		
		▼		
		▼		
		▼		
		▼		

**Step 11:**

**Upload Photo, Signature and Thumb Impression in .jpeg format only and Size as:**

- Size of the photo image must be less than 50 KB in
- Size of the signature image must be less than 30 KB
- Size of Thumb Impression must be less than 50 KB.

**Online Application Form**

### Photo and Signature

Upload Photo:  No file chosen

Upload Sign:  No file chosen

Thumb Impression:  No file chosen

### Instructions

1. PHOTO, SIGNATURE AND THUMB IMPRESSION ARE MANDATORY.
2. Press save button to save the data.
3. File should be in .JPG format only
4. Size of photo image should be upto 50 KB.
5. Size of Signature should be upto 30 KB.
6. Size of Thumb impression should be upto 50 KB.



**Step 12:**

In Course Details fill the following details:

1. **Campus:** Select the campus where applicant needs admissions. There are two options available 1. UILMS and 2. Maharshi Dayanand University Campus.
2. **Program:** Applicant can choose any program from the given options:
3. **Courses:** Applicant can choose the course to which he/she applies for admission.
4. **Academic Year:** Applicant can choose the year to which he/she is applying.
5. **Academic Session:** Applicant can choose the semester to which he/she is applying.
6. **Quota:** Applicant can choose the quota for which he/she is applying. If you are not sure about Quota – choose General Quota. Military Quota is available for serving Military persons in very few courses and that too with proper sponsorship.
7. **Subject:** If for any course subject is applicable subject marks has to be entered before saving.
8. After entering all details click on “SAVE” and then click on “NEXT” to proceed

The screenshot displays the 'Online Application Form' interface. It is divided into two main sections: 'Course Details' and 'Subject Details'. The 'Course Details' section contains several dropdown menus for selection: Campus (MAHARSHI DAYANAND UNIVERSITY CA), Program (Management), Course (Master of Business Administration), Academic Year (Acad. Year 2015/16), Academic Session (Semester 1), and Quota (General Quota). The 'Subject Details' section is a table with two columns: 'Subject' and '\*Subject Marks'. The first row shows 'Maths' with a mark of '0'. At the bottom of the form, there are three buttons: 'Save', 'Next', and 'Back'.

Course Details	
* Campus:	MAHARSHI DAYANAND UNIVERSITY CA
* Program:	Management
* Course:	Master of Business Administration
* Academic Year:	Acad. Year 2015/16
* Academic Session:	Semester 1
* Quota:	General Quota

Subject Details	
Subject	*Subject Marks
Maths	0

Buttons: Save, Next, Back

**Step 13: In the Weightages view, applicant can select applicable weightages and click on “SAVE” and then click on “NEXT”**

**Online Application Form**

**Weightages**

NCC C/G part 2 certificate

Youth Red Cross Certificate

1st at inter zonal

NCCB Certificate

Matric and Non Matric as regular from rural Area

**Step 14: MY PROFILE**

**My Profile will have the following features available for the students:**

- 1. QUICK LINKS:** Quick links can be used to go to a particular view and edit information and save.

**MY PROFILE**

Pay Fee	Applicant Number	Form Number	Program	Course
<input type="checkbox"/>	001000000733		English	Master of Arts - English (SFS)
<input type="checkbox"/>	001000000733		English	Master of Arts - English (UTD)
<input type="checkbox"/>	001000000733		Management	Master of Business Administration
<input type="checkbox"/>	001000000733		CERTIFICATE COURSES	PG CERTIFICATE COURSE IN PHARMACO-INFORM

**Quick Links**

- Personal Details
- Address Details
- Employee Details
- Photo and Signature

- ADD COURSE:** Add course button is at the top left of the screen as highlighted below. After applying to first course click on Add course button to apply further.

**MY PROFILE**

[Add Course](#) [Make Payment](#)

Pay Fee	Applicant Number	Form Number	Program	Course	Academic Year	Total Fees	Edit / View Application Form
<input checked="" type="checkbox"/>	001000000733		English	Master of Arts - English (SFS)	Acad. Year 2015/16	0.00	<a href="#">Edit / View</a>
<input type="checkbox"/>	001000000733		English	Master of Arts - English (UTD)	Acad. Year 2015/16	215.00	<a href="#">Edit / View</a>
<input type="checkbox"/>	001000000733		Management	Master of Business Administration	Acad. Year 2015/16	215.00	<a href="#">Edit / View</a>
<input type="checkbox"/>	001000000733		CERTIFICATE COURSES	PG CERTIFICATE COURSE IN PHARMACO-INFORM	Acad. Year 2015/16	0.00	<a href="#">Edit / View</a>

**Quick Links**

- [Personal Details](#)
- [Address Details](#)
- [Employee Detail](#)
- [Photo and Signature](#)

### 3. MAKE PAYMENT

Fee can be paid by clicking on “MAKE PAYMENT” as shown below. Upon clicking MAKE PAYMENT applicant can download e-challan and pay fees in respective banks. Applicant can click on check box to proceed to payment. Total fees will be displayed as shown below.

**MY PROFILE**

[Add Course](#) [Make Payment](#)

Pay Fee	Applicant Number	Form Number	Program	Course	Total Fees	Edit / View Application Form	Fees paid Status	Download Application Form
<input checked="" type="checkbox"/>	001000000733		English	Master of Arts - English (SFS)	0.00	<a href="#">Edit / View</a>		
<input type="checkbox"/>	001000000733		English	Master of Arts - English (UTD)	215.00	<a href="#">Edit / View</a>		<a href="#">Download Application Form</a>
<input type="checkbox"/>	001000000733		Management	Master of Business Administration	215.00	<a href="#">Edit / View</a>		<a href="#">Download Application Form</a>
<input type="checkbox"/>	001000000733		CERTIFICATE COURSES	PG CERTIFICATE COURSE IN PHARMACO-INFORM	0.00	<a href="#">Edit / View</a>		<a href="#">Download Application Form</a>

**Quick Links**

**MY PROFILE**

Pay Fee	Applicant Number	Form Number	Program	Course	Total Fees	Edit / View Application Form
<input checked="" type="checkbox"/>	001000000733		English	Master of Arts - English (SFS)	0,00	Edit / View
<input checked="" type="checkbox"/>	001000000733		English	Master of Arts - English (UTD)	215,00	Edit / View
<input checked="" type="checkbox"/>	001000000733		Management	Master of Business Administration	215,00	Edit / View
<input type="checkbox"/>	001000000733		CERTIFICATE COURSES	PG CERTIFICATE COURSE IN PHARMACO-INFORM	0,00	Edit / View

**Quick Links**

- Personal Details
- Address Details
- Employee Details
- Photo and Signature

**CHECK HERE TO PAY FEES FOR MULTIPLE COURSES**

#### 4. Select Bank for payment

Click on accept check box & select Bank SBI/AXIS for payment and click on Pay button

Online Application Form


**Accept Terms & Conditions**

- I/We accept that the application processing fees and entrance test fees are non-refundable and non-transferable.
- I/We acknowledge and accept the terms and conditions applicable and available by MDU and Channel Partner.

Accept

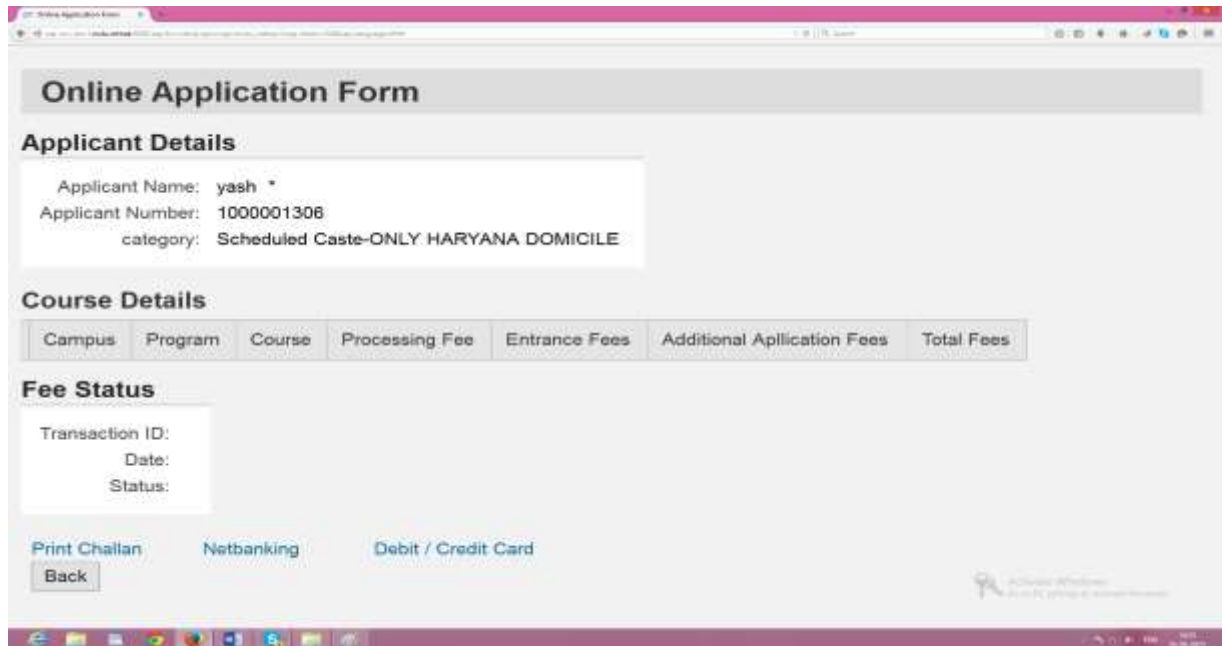
**Select Beneficiary Bank**

State Bank of India  
 AXIS Bank



#### 5. Generate Challan

Click on **Print Challan** and generate e-challan for payment in the previous selected bank



## 6. Download Application Form:

After paying the fees and confirmation of fee from bank applicant can download the Application Form from this link. Applicant can save the Application form in Adobe format or take a print out for record.

Applicant Number	Form Number	Program	Course	Total Fees	Edt/View Application Form	Fees paid Status	Download Application Form
00100000733		English	Master of Arts - English (SFS)	0.00	Edt/View		
00100000733		English	Master of Arts - English (UTD)	215.00	Edt/View		Download Application Form
00100000733		Management	Master of Business Administration	215.00	Edt/View		Download Application Form
00100000733		CERTIFICATE COURSES	PG CERTIFICATE COURSE IN PHARMACO-INFORM	0.00	Edt/View		Download Application Form

## 7. Entrance Admit Card:

For those courses where entrance is applicable and applicant has paid the fees, entrance test admit card will be available 4-5 days before the date of Entrance test. Applicant can save the admit card in adobe form or can directly print the admit card.

Program	Course	Total Fees	Edit/View Application Form	Fees paid Status	Download Application Form	Entrance Admit Card	Edit Education
English	Master of Arts - English (SFS)	0.00	Edit/View			Admit Card	
English	Master of Arts - English (UTD)	215.00	Edit/View		Download Application Form	Admit Card	
Management	Master of Business Administration	215.00	Edit/View		Download Application Form		
CERTIFICATE COURSES	PG CERTIFICATE COURSE IN PHARMACO-INFORM	0.00	Edit/View		Download Application Form		

## HOW TO APPLY FOR ADMISSION TO UNIVERSITY HOSTELS

Due to limited Hostel accommodations available for outstation students only. Admissions in the Hostels shall be allowed only once at the time of first entry in the University and no re-admission shall be allowed after completing the course.

### A. Hostel Admission Procedure for New Students (Current Academic Session)

Please apply for Hostel Admission/Registration through online panel within 15 days of the date of confirmation of admission in the Department. Requests made after due date will not be entertained.

**Step1.** Open URL: <http://hms.mdurohtak.net.in>

**Step2.** Click on **Hostel Registration** menu on home page.

**Step3.** Select **New Students (Current Academic Session)** option.

**Step4.** Enter **Form No.**, which was allotted at the time of online Admission Registration form.

**Step5.** Fill in the vacant fields, if any, and submit your request.

### B. Hostel Admission Procedure for Old Students (Previous Academic Sessions)

Please apply for Hostel Admission/Registration through online panel within 10 days of the date of declaration of result by the University. Requests made after due date will not be entertained.

**Step1.** Open URL: <http://hms.mdurohtak.net.in>

- Step2.** Click on **Hostel Registration** menu on home page.
- Step3.** Select **Old Students (Previous Academic Sessions)** option.
- Step4.** Enter **Registration No. allotted by M.D. University, Rohtak.**
- Step5.** Fill in the vacant fields, if any, and submit your request.