

PART – B INSTRUCTIONS/GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION:

1. Prerequisites for filling Online Application Form:—
 - a. [Prospectus 2019-20](http://mdu.ac.in/info/information_brochure.html) (http://mdu.ac.in/info/information_brochure.html)
 - b. Your email id (eg. 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 specifications:
 - 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. Educational Qualifications & Weightages details/documents (like Matriculation, Senior Secondary, and Degree etc.)
2. Candidates can apply online through website www.mdurothak.ac.in->**Admission**->**Online Application form**.
3. Read the **General Instructions & prospectus carefully** and then start the process of “**New Registration**”.

NOTE:

- Fill all Qualification Details which you have completed till date in the first Registration Process.
 - Once the payment for a course is confirmed, no changes for Program, Category, Applicant Name, Father Name, Date of Birth, Mobile number, e-mail id, Photo and Signature etc. are allowed so, before clicking on “NEXT/SAVE” button check and confirm the details filled by you.
 - Keep the **Username & Password** assigned to you confidential and safe.
 - The candidate must select the **course applied for carefully (eg. 2yr PG Course or 5yr Integrated Hons. Program)** for which he/she is eligible. **No Change of Program is allowed.**
1. The University has two campuses, viz. Main **MDU Campus, Rohtak** and **MDU Centre for Professional & Allied Studies, Gurugram (MDUCPAS)**. Select desired Campus from the drop down menu and apply for 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. If **Mobile no. or e-mail address is incorrect** or belong to someone else the candidate may not be able to receive any communication from the university.
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. You cannot proceed for payment until you upload your photo, signature and thumb impression as in required size and .jpeg format.
7. You can apply for Additional courses through "**Add course**" button from "**Home**" Page.
8. Before the process of payment take a print/view of unpaid fee application form and check & confirm all the details you have filled. After the confirmation of fee no change is allowed.
9. In order to pay the fee click on "**Make Payment**" and your opted course details along with the Processing fee and Entrance Exam Fee (if applicable) will be shown. You are required to select the Programme for which you want to pay fee.
10. You need to select Payment mode and Bank for the fee payment. **Candidate should ensure that payment has been paid timely.**
11. After fee confirmation, Login to your account and click on "**Download Application Form**" option on the "**Home**" page to take a print of your application form and retain for record. If Fee is not confirmed within 2-3 days, contact University.
12. 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.
13. Information about fee confirmation, Application Form, Admit card, result etc. will be available on the candidate's login page itself.

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

For **General information about admission/Prospectus**: - +91-7988553356

Academic Branch, University Secretariat - (for General information about admission).

For Online Registration/ technical help: - **9350083067** or via e-mail reg.admission@mdurohtak.ac.in

HELPDESKS: - **DDE Building, Near Gate no. 1 (For technical Assistance)**

DETAILED STEPS FOR ONLINE APPLICATION FORM ARE AVAILABLE ON
www.mdu.ac.in

FREQUENTLY ASKED QUESTIONS:

1. What are the various courses offered by M.D University?

Ans: The complete list of the various courses offered by M.D University is given in the prospectus page no. 22-23.

2. Is it a recognized University?

Ans: Yes. M.D. University is a State University established under Haryana Act No. XXV of 1975 ('A+' Grade University Accredited by NAAC).

3. What are the minimum requirements for applying to a particular course in M.D. University?

Ans: Eligibility requirements differ from course to course. For detailed information, please check prospectus.

4. Can I apply for admission to a program in M.D University before the declaration of result of the qualifying exam?

Ans: Yes, you can apply before the declaration of result of the qualifying exam for programs where admissions are done on the basis of marks. For all other courses, the proof of having passed the qualifying examination with requisite marks is to be submitted at the time of counselling/ admission.

5. What is the total approximate expenditure for a selected course?

Ans: For details on course fee, please check prospectus. The examination fee for Rs 400/1000 per semester, hostel & mess charges (if opted) are extra.

6. Do I need to come down to M.D University campus/admission office to receive/submit the application form?

Ans: No, the application form can only be submitted through online admission process and computer generated application form duly signed by the candidate along with required documents can be sent to the concerned Department/Institute/Office at least 5 days before the display of merit list through post or courier or by hand.

7. Where can I get the prospectus and application forms?

Ans: Soft copy of Prospectus is available on M. D University website- <http://mdu.ac.in/defaultMatter.aspx?PageId=160> and Hard copy can be purchased from University information and publication cell.

8. If I have to apply for more than one course/program, should I get that many application forms?

Ans: There is no limitation for the applying of programmes.

9. Can I depute someone as a nominee for counselling if I am not able to travel/come down?

Ans: No. It is mandatory for the candidate to attend the counselling session.

10. Do I need to pay the admission / tuition fee at the time of counselling/admission?
Ans: Yes, the fee is to be paid on the day of counselling/admission.
11. Is there any facility for payment of fees in installments?
Ans: No. the entire fee is to be paid on the day of counselling/admission and there is no provision for payment of fee in installments/parts.
12. Is there a capitation fee?
Ans: No. The candidates need to pay only the fees mentioned in the prospectus.
13. Is there any agent who can help me in getting admission to M.D University?
Ans: No. We don't have any agents for admissions. You can ask question from the grievance cell phone numbers 01262-393596 and e-mail id reg.admission@mdurohtak.ac.in
14. What are the documents required while attending the Counselling/Admission?
Ans: For details please check prospectus
15. Can I take back the original documents?
Ans: All the original documents are returned after verification.
17. Are hostel charges included in the tuition fee?
Ans: No, hostel fee and mess charges are extra. You have to fill separate application form for the hostel facility after the admission from the department.
18. Is it necessary for the parents to attend/accompany children during counselling?
Ans: No. It is not mandatory for parents to attend/accompany children during counselling but the candidate has to be present in person.
19. Is Sexual Harassment Committee available in the University?
Ans: Yes, The committee is quite active. List of members is available on university website.

PART - C

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

- i) Opening date of Registration for Sanctioned seats : **05.06.2019**
 ii) Opening date of Registration for Supernumary seats : **10.06.2019**

Sr. No.	Name of the Program	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
(a) Programs where admission to be made through Entrance Test.					
1.	M.Sc. (Hons.) Mathematics 5-Year Integrated	25.06.19	200/-per program	08.07.2019 (10 a.m. to 11.15 a.m.)	Head, Department of Mathematics
2.	M.Com (Hons) 5 Year Integrated Course	25.06.19	200/-	08.07.2019 (3.00 p.m. to 04.15 p.m.)	Head, Department of Commerce
3.	LL.B (Hons.) 3-Year (for Dept. of Law and MDUCPAS, Gurugram)	25.06.19	300/-	08.07.2019 (12:30 p.m. to 01.45 p.m.)	Head, Department of Law
4.	LL.B (Hons.) 5-year Integrated including MDUCPAS, Gurugram	25.06.19	300/-	09.07.2019 (10:00 a.m. to 11:15 a.m.)	Head, Department of Law
5.	M.A.(Hons.) English 5-Year Integrated	25.06.19	200/-	09.7.2019 (03:00 p.m. to 04.15 p.m.)	Head, Deptt. of English and Foreign Languages
6.	B. Pharm.	25.06.19	300/-	09.7.2019 (12.30 p.m. to 01.45 p.m.)	Head, Department of Pharmaceutical Sciences
7.	i) MFA-6 years ii) M.A Fine Arts (Drawing & Painting)	25.06.19	200/-	08.07.2019 (10.30 a.m. to 1.30 p.m) (2.30 p.m. to 6.00 p.m)	Head , Department of Visual Arts
(b) Programs where admissions are made through Academic Merit					
8.	MBA 5-year Integrated	29.06.19	-	-	Director IMSAR

9.	MBA 5-year Integrated MDUCPAS, Gurugram	29.06.19	-	-	Director IMSAR
Sr. No.	Name of the Program	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
10.	MHM & CT / MTTM – 2 Years MHM & CT – 5 years	29.06.19	-	-	Director, Instt. of Hotel and Tourism Management
11.	BHM CT/ BTTM	29.06.19	-	-	Director, Instt. of Hotel and Tourism Management
12.	5- Year Integrated M.A. (Hons.) Public Admn.	29.06.2019	-	-	Head, Department of Public Admn.
13.	5- Year Integrated M.A.(Hons.) Economics	29.06.2019	-	-	Head, Department of Economics
14.	B.Pharma (LEET)	29.06.2019	-	-	Head, Department of Pharmaceutical Sciences
15.	P.G.Diploma in Yoga Science	30.6.2019	-	-	Head, Dept. of Physical Education
16.	M.A. Yoga Science (under SFS)	30.6.2019	-	-	Head, Department of Physical Education
17.	M.A. (Education)	30.6.2019	-	-	Head, Department of Education
18.	M.A. Defence & Strategic Studies	30.6.2019	-	-	Head, Department of Defence & Stratgic Studies
19.	M.A.Sanskrit	30.6.2019	-	-	Head, Department of Sanskrit
20.	M.A.Music (Vocal & Instrumental)	30.6.2019	-	-	Head, Department of Music
21.	M.Sc. (Computer Science) M.Tech. (Computer Sc.) MCA MCA (LEET)	30.6.2019	-	-	Head, Department of Computer Science & Applications
22.	M.Sc. Statistics	30.6.2019	-	-	Head, Department of Statistics

23.	M.Lib.I.Sc.	30.6.2019	-	-	Head, Department of Library and Information Science.
Sr. No.	Name of the Program	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
24.	M.Tech i) Computer Sc. & Engineering ii) Electronics & Commn. Engineering iii) Software Engineering iv) Mech. Engg Manufacturing & Automation v) Bio-Tech. Engineering vi) Mechanical Engineering	22.7.2019	-	-	Director, University Institute of Engineering & Technology
25.	M.Ed	31.08.2019	-	-	Head, Dept. of the Education
(c) Programs where admission schedule to be notified later on					
26.	B.P.Ed.	-	-	-	Head, Dept. of Physical Education
27.	Diploma/ Certificate in Foreign Languages i) Certificate in French ii) Certificate in Spanish iii) Certificate in Chinese iv) Certificate in German v) Diploma in French	-	-	-	Head, Dept. of English & Foreign Languages
28.	i) Diploma in Harmonium (Evening), ii) Diploma in Tabla. (Evening)	-	-	-	Head, Department of Music.

29.	Advanced P.G. Diploma in Guidance & Counselling	-	-	-	Head, Dept. of the Psychology
30.	Advanced P.G. Diploma in Remote sensing & G.I.S.	-	-	-	Head, Dept. of the Geography
31.	P.G. Diploma in Translation (Hindi)/ (English)	-	-	-	Head, Department of Hindi
32.	P.G. Diploma in Rural Development & Panchayati Raj	-	-	-	Head, Department of Public Administration

Note: The self-attested copies of certificates/testimonials of all the examinations passed by the candidate from 10th standard onwards/other documents including documents for claiming weightage and latest Character Certificate should be appended to the computer generated application form duly signed by the candidate be submitted to the concerned Department /Institute/ Office at least 5 days before the display of merit list.