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 Deputy 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. 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.

    Only one application form is required for M.Tech courses belonging to a particular cluster/group. However, separate application form alongwith separate application fee is required for courses belonging to different cluster/groups. 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.

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. In the latter cases, the candidates will produce all documents at the time of counseling.

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 within one week of the last date of submission of online application 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.

12. The Application or any other document attached thereto once submitted shall not be returned.

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	15.5.2014	20.06.14 (up to 5.00 p.m.)	-	-	Director IMSAR
2.	MBA 2-year (all progs except S. No. 3)	-do-	-do-	300/-	07.07.14 (2.30 p.m.-3.45 p.m.) (Monday)	-do-
3.	MBA (Executive Weekend)	-do-	27.06.14	-	-	Director, UILMS, Sector 40, Gurgaon
4.	LL.B (Hons.) 5-year Integrated including UILMS	-do-	20.06.14	300/-	2.07.14 (11.00 a.m.-12.15 p.m.) (Wednesday)	Head, Department of Law
5.	LL.B (Hons.) 3-year (Morning & Evening)	-do-	-do-	300/-	08.07.14 (2.30 p.m.-3.45 p.m.) (Tuesday)	-do-
6.	MHM/MTM	-do-	30.06..14	-	-	Director, Instt. of Hotel and Tourism Management
7.	BHM/BTM & other Diploma Courses.	-do-	20.06.14	-	-	-do-
8.	B.Pharmacy	-do-	20.06.2014	300/-	03.7.14 11.am. to 12-15 p.m. (Thrusday)	Head, Department of Pharmaceutical Sciences.
9.	**M.Pharmacy** (Industrial Pharmacy, Pharmaceutics, Pharmaceutical Chemistry Pharmacognosy Pharmacology)	-do-	30.06.2014	-	-	-do-
10.	**M.Tech**	-do-	7.7.2014	-	-	Director, University Institute of Engineering & Technology
10	B.P.Ed.	-do-	20.6.14	-	-	Head, Dept. of Physical Education
11.	M.P.Ed.	-do-	-do-	300/-	07.07.14 (10.15 a.m. – 11.30 a.m.) (Monday)	-do-
12.	M.Ed.	-do-	22.8.2014	-	-	O.S.D.(Colleges)

13.	Diploma/ Certificate in Foreign Languages	-do-	30.6.14	-	-	Head, Dept. of English & Foreign Languages
14.	M.A.(Hons)- English) (5 Years) and M.Sc.(Hons.) Maths. 5 Year	-do- -do-	20.06.14 -do-	200/- 200/-	01.07.14 2.30 pm - 3.45pm (Monday) 02.07.14 2.30 pm – 3.45 pm.(Tuesday)	Head Department of English Head Department of Mathmatics
	M.A./M.Sc./M.Com/LL.M including 5-year Integrated (Except MA English (Hons.)5 year & M.Sc. Math. (Hons.) 5-year and Dip. Courses other than Dip. in Foreign Languages (Sr. No. 13)					
i.	Maths, Maths with Computer Sc.	-do-	20.6.14 (upto 5.00 pm. (Friday)	200/-	07..07.14 (8.45 a.m. to 10.00 a.m.) (Monday)	Heads Department of Mathematics,
ii.	Psychology, Hindi	-do-	-do-	200/-per programme	07.07.14 (11.15 a.m. to 12.30 p.m.) ((Monday) 11-15 a.m. to	Heads of the respective Depts.
iii.	L.L.M, History	-do-	-do-	200/- per programme	07.07.14 (2.00 p.m. to 3.15 p.m.) (Monday)	Heads of the respective Depts.
iv.	Journalism & Mass Communication, Physics	-do-	-do-	200/- per programme	07.07.14 (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	08..07.14 (8.45 a.m. to 10.00 a.m.) (Tuesday)	Heads of the respective Depts.
vi.	English Pub.Admn.	-do-	-do-	200/-per programme	08.07.14 (11.15 a.m. to 12.30 p.m.) (Tuesday)	Heads of the respective Departments.
vii.	Geography Sanskrit	-do-	-do-	200/- per programme	08.07.14 (2.00 p.m. to 3.15 p.m.) (Tuesday)	Heads of the respective Depts.
viii.	Economics, Chemistry	-do-	-do-	200/- per programme	08.07.14 (4.15 p.m. to 5.30 p.m.) (Tuesday)	Heads of the respective Depts .
ix.	Pol. Science MFA-6 years	-do- -do-	-do- -do-	200/- -do-	09.07.14 (8.45 a.m. to 10.00 a.m.) 9.00 a.m. to 12-30 PM(Wed)	Heads of the respective, Department .
x.	Commerce	-do-	-do-	200/-per programme	09.07.14 (11.15 a.m. to 12.30 p.m.)	Head, Department of Commerce

xi.	Education, Defence & Strategic Studies, Music-vocal, Music-Instrumental, Fine Arts, , M.Sc. Geo-informatics, Computer Science, Statistics, All M.Sc. courses including Diploma/ Certificate under Faculty of Life Sciences, M.L.I.Sc. and M.A. Eco.(Hons), M.A Pub.Admn. (Hons.) M.Com. (Hons.) 5-year.	-do-	-do-	-	-	Heads of the respective Deptts. But for M.Sc. courses under the Faculty of Life Scs to the Head, Deptt. of Bio-Chemistry. (For PG Diplma/Certificate courses to the Director, Centre for Bioinformatics)
	Master of Philosopy(M.Phil)					
i.	Maths , Commerce and History	15.05.14	26.08.14 (upto 5.00 p.m.)	200/- per programme	10.09.14 (8.45 a.m. to 10.00 a.m.) (Wednesday)	Heads of the respective Depts.
ii.	Pub. Admn and Psychology	-do-	-do-	-do-	10.09.14 (11.15 a.m. to 12.30 p.m.) (Wednesday)	Heads/Directors of the respective Depts./ Institutes
iii.	Hindi and Sociology	-do-	-do-	-do-	10.09.14 (2.00 p.m. to 3.15 p.m.) (Wednesday)	Heads of the respective Depts.
iv.	Education and Journalism & Mass Communication	-do-	-do-	-do-	10.09.14 (4.15 p.m. to 5.30 p.m.) (Wednesday)	Heads / Directors of the respective Depts./Institutes
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

v.	English	-do-	-do-	-do-	11.09.14 (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.	Head, Department of Geography
vi.	Statistics, Physical Education and Political Science	-do-	-do-	-do-	11.09.14 (11.15 a.m. to 12.30 p.m.) (Thursday)	Heads of the respective Departments
vii.	Sanskrit and Economics	-do-	-do-	-do-	11.09.14 (2.00 p.m. to 3.15 p.m.) (Thursday)	Heads of the respective Departments
viii.	Defence &Stratregic Studies, Music Instumental & Vocal and P.G. Dip. in Guidance & Counseling.	-do-	-do-	-	-	Heads of the respective Departments

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 alongwith required documents to the concerned Department/Institute/Office within one week of last   date of submission of online application form failing which his/her candidature will not be considered for admission.

GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION:

1.   Pre-Requisites for Applying Online Before applying online, candidates should have:—

a.   **Prospectus 2014-15**

b.   Scanned copy of their Photograph and Signature ensuring that both the Photograph and Signature is within the required specifications as given below:
The scanned images of photographs and signature should be in .JPG/JPEG\ PNG/GIF format.

  ▪   Size of the photo image must be less than 1 MB.

  ▪   Size of the signature image must be less than 100 KB.

c.   Keep the necessary details/documents ready (like Matriculation, Senior Secondary, and Degree etc.)

2.   Candidates can apply online through website www.mdurothak.ac.in.

3.   Click on "Admission Registration".

4.   Read the General Instructions carefully, and click on "Proceed".

5.   Admission Registration Form will be displayed. Enter your details such as address, mobile no., landline no., and e-mail address 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.

6.   If your result of qualifying exam is still awaited, select the "Awaited" option from Overall Result.

7.   After filling the required details, click on Proceed.

8.   The University has two campus, viz. Main Campus at Rohtak and University Institute of Law and Management Studies, Gurgaon. Select desired Campus from the drop down menu on the next page.

9.   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".

10. Based on the Program and Course selection, weightage list will be displayed, select relevant weightage (if applicable) and Click on "Proceed".

11. Confirmation page will be displayed, click the "Declaration" check box and review the complete form carefully. In case any change is required, click "Edit" button else click "confirm" button. No editing is allowed once you click the Confirm button.

12. Applicant login will be created and applicant login page will be opened.

13. As soon as you click on "Proceed" button, 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.

14. After uploading the Photo & Signature, click on "Proceed" button.
     Note: You cannot proceed for payment until you upload your photo and signature

15. A candidate can apply to maximum three additional courses by clicking on "Apply Additional course" button on my page, only after online registration to the first course he/she is applying and confirmation of depositing the required processing fee.

16. In order to pay the fee click on "Proceed for payment" Your opted course details along with the Processing fee and Entrance Exam Fee (if applicable) will be shown. You are required to check the checkbox shown in front of the details.

17. Below you need to select payment mode and Bank for fee payment

18. If you select "Cash Payment in Bank" mode, select the Bank – SBI or Axis

o Take the print out of the e- challan receipt by clicking the 'Print button.'

o Go to the Relevant Bank (Axis Or SBI) next day, with the e-challan receipt copy and pay the fee.

19. Alternatively, you can make the online fee payment by selecting the "Payment through Net Banking or Credit/Debit Card" option.

20. Fee is generally confirmed by Bank within 2-3 days. After fee confirmation, Login to your account and click on "View/Print" option on the "My Profile" page to take a print of your application form.

21. Deposit/send the computer generated "Application Form" along with all the relevant documents and a paid copy of e-Challan bank receipt or copy of online fee confirmation via Net Banking or Debit/Credit card, to the concerned Head of department of the University as given in Prospectus.

22. If you want to apply for another course, click on 'Apply another Course' link on My Page.

23. Click on "Campus" to select campus. Select program from "Program" window followed by course from "Course" window, then proceed

24. Click on "Proceed" for Payment and follow above mentioned 18-21 points again.

25. A candidate can apply for a maximum number of **four** courses.

26. Information about fee confirmation, Application Form, Admit card, result etc. will be available on the candidate's liogin page (My Page) itself.

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

Note: For any other technical assistance please contact University Information Centre at Gate No. 1, M.D. University, Rohtak or Call at 01262-308335-344. Or via e-mail admissions@mdurohtak.ac.in

GUIDELINES FOR APPLYING FOR ADDITIONAL COURSE

A candidate can apply for a maximum number of four courses. Follow the instructions applying for additional courses:

1. Open the University Website www.mdurohtak.ac.in Click on "Admissions" "Admission Form" at the bottom of drop down menu   "Online Admission Form".

2. Enter your Form No. and Password in "Applicant Login" window. Click on "Login".

3. It will show your profile page. Click on "Campus" to select campus.

4. Select program from "Program" window followed by course from "Course" window.

5. Click on "Apply Here".

6.	System will generate an another form number, display it on your profile page in second line, and prompt you to deposit fee (Entrance Exam.fee and/or Additional Form fee).

7.	After confirmation of payment, take print of the additional Application Form and deposit the fee in the same manner as explained in first part above.

Note: For any other technical assistance please contact University Information Centre at Gate No. 1, M.D. University, Rohtak or Call at 01262-308335-344.

HOW TO APPLY FOR ADMISSION TO UNIVERSITY HOSTELS

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

A. FHostel 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.