



S. No.	Name of the Programme	Opening date of Sale	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	A ddress for submission of online generated Application form
13.	Dip./Cert. in Foreign Languages	-do-	23.07.12	-	-	Head, Dept. of English & Foreign Languages
14.	M.A./M.Sc./M.Com. including 5-year Integrated and Dip. Courses other than Dip. in Foreign Languages (Sr. No. 13)					
i.	Maths, Maths with Computer Sc.	-do-	29.06.12 (upto 5.00 p.m.)	200/- per programme	16.07.12 (8.45 a.m. to 10.00 a.m.) (Monday)	Heads of the respective Departments Director, IGPGRC, Meerpur, Rewari for courses offered at the centre;
ii.	Psychology	-do-	-do-	200/-	16.07.12 (11.15 a.m. to 12.30 p.m.) (Monday)	Head, Dept. of Psychology
iii.	Hindi, L.L.M	-do-	-do-	200/- per programme	16.07.12 (2.00 p.m. to 3.15 p.m.) (Monday)	Heads of the respective Depts.
iv.	Journalism & Mass Communication	-do-	-do-	200/-	16.07.12 (4.15 p.m. to 5.30 p.m.) (Monday)	Head, Dept. of Journalism & Mass Communication
v.	Sociology, Physics	-do-	-do-	200/- per programme	17.07.12 (8.45 a.m. to 10.00 a.m.) (Tuesday)	Heads of the respective Depts.
vi.	English	-do-	-do-	200/-	17.07.12 (11.15 a.m. to 12.30 p.m.) (Tuesday)	Head, Dept. of English
vii.	Geography	28.05.12	-do-	200/-	17.07.12 (2.00 p.m. to 3.15 p.m.) (Tuesday)	Head, Department of Geography
viii.	Chemistry, Sanskrit	-do-	-do-	200/- per programme	17.07.12 (4.15 p.m. to 5.30 p.m.) (Tuesday)	Heads of the respective Depts.
ix.	History, MCA	-do-	-do-	200/- for programme	18.07.12 (8.45 a.m. to 10.00 a.m.) (Wednesday)	Heads of the respective Depts.
x.	Economics	-do-	-do-	200/-	18.07.12 (11.15 a.m. to 12.30 p.m.) (Wednesday)	Head, Dept. of Economics
xi.	Pol. Science	-do-	-do-	200/- per programme	18.07.12 (2.00 p.m. to 3.15 p.m.)	Head, Deptt. of Political Science
xii.	Pub. Admn., Commerce	-do-	-do-	200/- per programme	18.07.12 (4.15 p.m. to 5.30 p.m.)	Heads of the respective Depts./ Director, IGPGRC, Meerpur, Rewari for courses offered at the centre



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xiii.	Defence & Strategic Studies, Education, Statistics, Population Studies, M.Sc. Geo-informatics, Music, MA English, History and Economics in IGPGRC, Rewari. All courses under Faculty of Life Sciences (except Medical Bio-Tech.) M.L.I.Sc., Fine Arts, M.A./M.Sc./ M.Com. (Hons.) 5-year, Master in Retail Management, MVA 6-year, P.G. Dip. in Retail Mgt., and P.G. Dip. in Translation (Hindi-English)	-do-	-do-	-	-	Heads of the respective Depts./ Director, IGPGRC, Meerpur, Rewari for courses offered at the centre
16.	M.Phil/Pre-Ph.D/URS programmes					
i.	Maths Commerce and Botany	28.05.12	04.09.12 (upto 5.00 p.m.)	200/- per programme	19.09.12 (8.45 a.m. to 10.00 a.m.) (Wednesday)	Heads of the respective Depts.
ii.	Pub. Admn., Psychology Bio-Tech and Computer Science & Engineering	-do-	-do-	-do-	19.09.12 (11.15 a.m. to 12.30 p.m.) (Wednesday)	Heads/Directors of the respective Depts./Institutes
iii.	Zoology, Hindi, & Visual Arts	28.05.12	-do-	-do-	19.09.12 (2.00 p.m. to 3.15 p.m.) (Wednesday)	Heads of the respective Depts.
iv.	Sociology, Defence and Strategic Studies & Biotechnology Engineering	-do-	-do-	-do-	19.09.12 (4.15 p.m. to 5.30 p.m.) (Wednesday)	Heads/Directors of the respective Depts./Institutes
v.	Education, Journalism & Mass Communication and Food Technology	-do-	-do-	-do-	20.09.12 (8.45 a.m. to 10.00 a.m.) (Thursday)	Heads of the respective Departments
vi.	English, Environmental Science	-do-	-do-	-do-	20.09.12 (11.15 a.m. to 12.30 p.m.) (Thursday)	Heads of the respective Departments
vii.	Geography & Pharma. Sciences, Bio-Chemistry	-do-	-do-	-do-	20.09.12 (2.00 p.m. to 3.15 p.m.) (Thursday)	Heads of the respective Departments
viii.	Statistics, Physical Education & Electronics and Communication Engineering, Bio-informatics	-do-	-do-	-do-	20.09.12 (4.15 a.m. to 5.30 p.m.) (Thursday)	Heads/Directors of the respective Depts./Institutes
ix.	Sanskrit, Law, Genetics & Electrical Engineering	-do-	-do-	-do-	21.09.12 (8.45 a.m. to 10.00 a.m.) (Friday)	Heads/Directors of the respective Depts./Institutes
x.	History, Physics, Music, Environment Bio-Technology & Mechanical Engineering	-do-	-do-	-do-	21.09.11 (11.15 a.m. to 12.30 p.m.) (Friday)	Heads/Directors of the respective Depts./Institutes
xi.	Economics, Chemistry, Management, Textile Engineering, and Forensic Science	-do-	-do-	-do-	21.09.12 (2.00 p.m. to 3.15 p.m.) (Friday)	Heads/Directors of the respective Depts./Institutes



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xii.	Political Science & Computer Science & Applications, Microbiology	-do-	-do-	-do-	21.09.12 (4.15 a.m. to 5.30 p.m.) (Friday)	Heads of the respective Departments
xiii.	P.G. Dip. in Guidance & Career Counseling; P.G. Dip. in Psychology in Organizations (as is at PP 49, 22).	-do-	-do-	-	-	Head, Dept. of Psychology

- A candidate can apply for admission to four P.G.Courses (M.A./M.Sc./M.Com) where entrance test is to be held with processing fee of Rs.200/- for each course. Separate application form for admission shall be filled after paying Rs.50/-(Rs.15/- for SC/BC candidates of Haryana only) for applying more than one course.
- 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 shall produce all documents at the time of counseling .
- The candidates are advised to read the Information Brochure carefully before filling the online Application Form.
- The 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 online generated application form to be submitted to the concerned Department/Institute/Office within seven days of the submission of application form online.
- 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.
- 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.
- The Application or any other document attached thereto once submitted shall not be returned.
- 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.

### **GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION:**

- Check that the following are items with you before filling the Application:
  - Information Brochure 2012-13.
  - IB Code (it is a Secret Code pasted in the Information Brochure 2012-13. Scratch it and note down the Code. Keep it confidential).
  - Scanned copy of your recent Passport Size Photo (Max Size of 500 kb).
  - Scanned Signature.
  - Details of 10<sup>th</sup>, 12<sup>th</sup>/Diploma Mark Sheets and higher qualifications, if any.
- Open the University Website **www.mdurohtak.ac.in**.
- Click on "Admission" link and then "Application Form" on the home page.
- Click on "Online Admission 2012-13".
- A new page with two windows "New User"/"Login" is displayed.
- If you are a new user, click on "Apply Here" link.



7. After clicking on “apply Here”, you will find the general instructions. Read these instructions carefully, and click on “I agree”, if you are satisfied.
8. The Application Form is displayed. This is the Registration Form. Fill each column carefully. Filling of star (\*) marked fields is mandatory. The application cannot be submitted unless the mandatory fields are filled.
9. The University has three campuses, viz. Main Campus at Rohtak; University Institute of Law and Management Studies, Gurgaon; and Indira Gandhi P.G. Regional Centre, Meerpur (Rewari). The first field “Campus” gives you the choice of the campus where you wish to take admission. Select the Campus from the drop down menu.
10. After selecting the campus, select the appropriate programme offered by campus from the drop down menu of “Program list”.
11. After selecting the program, select the course from the drop down menu of “Courses”.
12. After selecting the course, enter “IB code ” field. Please note that this field is mandatory. You cannot complete the registration without entering IB Code. Do not disclose IB Code to anybody. Note that the IB code can be used only once.
13. Fill all other fields carefully.
14. Enter your address, mobile no., landline no., and e-mail address carefully. The University will use this information to contact you for any further information. Wrong information can lead to misdelivery of information. The University will not responsible for mis-delivery of information due to mistake in address, mobile no., landline no., and e-mail address.
15. If your result of qualifying exam., is still awaited, click on the box “Result Awaiting.”
16. Enter your password (any name/number/symbol with minimum of 6 characters/numbers) in the “Password” and repeat the same password in the “Confirm Password” field. Remember your password as you will require it in future, keep it secret.
17. After entering all the required details, click on box “Terms and conditions”.
18. Finally click on “Submit “ button to submit your application.
19. After clicking on “Submit” button, the system will display the application form with data filled by you. Check all the details carefully.
20. Click on “Edit”, if you want to make any corrections. If no corrections are to be made, Click “Browse” to upload your photo & signature.
21. After uploading the photo & signature, click on “Confirm” button.
22. As soon as you click on “Confirm” button, you will receive a message on your mobile, and at your email address that you have been registered for admission.
23. Your name and form no. will be displayed on the next screen. Note down Form Number as you will require it for login in future.
24. Click on “proceed”. Your details along with the Entrance Exam Fee payment status (only for the selected courses) will be shown. If you are required to submit Entrance Exam Fee, the system will display “Pay Entrance Fee” in red color.
25. For depositing the Entrance Exam. Fee, Click on “Pay Entrance Fee” to generate Payment Slip. You can deposit the Entrance Exam Fee by the following two modes:
  - a. Cash Deposit at Axis Bank
  - b. Cash deposit at University Cash Counter.
26. Click on the option by which you want to deposit the fee.
27. After clicking on the payment option, system will show you the details with “Print” button.
28. Click on “Print” button to take print of the cash receipt.
29. Go to the Bank (Axis Bank) or the University Cash Counter, and pay the fee.
30. As soon as fee payment is confirmed by the Bank/University Cash Cunter, the system will show the system generated receipt.



31. Click on "Print Form" to take a print of your form.
32. Deposit/send the computer generated "Form" along with your documents to the concerned department of the University.

## GUIDELINES FOR APPLYING FOR ADDITIONAL COURSE

A candidate can apply for a maximum number of four courses against one Information Brochure. This facility is available only for M.A./M.Sc./M.Com. 2-Year courses. Follow the instructions applying for additional courses:

1. Open the University Website [www.mdurohtak.ac.in](http://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

Limited Hostel accommodation is available for outstation students only, which is allotted on need-cum-merit basis. Needy students may apply for admission to Hostels as per procedure elaborated below:

### 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.