



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(Established under Haryana Act No. XXV of 1975)

'A+' Grade University accredited by NAAC

No. AC-1/F-Pros./2023/26746
Dated: 15.12.2023

To

The Director, University Computer Center
M.D. University,
Rohtak

Subject: Key dates for Admission to Certificate Courses for the session 2023-24.

Sir,

Please find enclosed herewith the revised Key dates for admission process of Certificate Courses in the University Teaching Departments/Institutes/Centres of MDU, Rohtak and MDU-CPAS Gurugram for the session 2023-24 for information of all concerned.

Encl: As above

Yours faithfully,

Dy. Supdt. (Academic)
for A.R. (Academic)

Endst. No. AC-1/2023/F-Pros./26747-800

Dated: 15.12.2023

Copy of the above is forwarded to the following for information and necessary action.

1. All the Heads / Directors of the UTDs/ Institutes/Centres, M.D.University, Rohtak.
2. Incharge, MDU-CPAS, Gurugram
3. Controller of Examinations, M.D.University, Rohtak.
4. Finance Officer, M.D.University, Rohtak.
5. Assistant Registrar (R&S), M.D.University, Rohtak
6. Director, University Computer Centre, M.D.University, Rohtak for uploading the same on the University website.
7. OSD/PA to Vice-Chancellor/Dean Academic Affairs/Dean Colleges Development Council/Registrar (for kind information of the Vice -Chancellor/DAA/DCDC/Registrar), M.D.University, Rohtak

Dy. Supdt. (Academic)
15/12/23

KEY DATES FOR ADMISSION PROCESS

**Certificate Courses in the University Teaching Departments/ Institutes/
Centers of MDU, Rohtak AND MDU-CPAS, Gurugram**

Schedule	Date
Opening date of registration	07.11.2023
Last date for submission of online application form	15.12.2023
Display of Discrepancy List on the University Website	18.12.2023
Removal of Discrepancies (The candidate may submit the hard copy of the required documents, if any for removal of discrepancies OR send the same on the official e-mail of the concerned Heads/Directors as given in the Prospectus)	19.12.2023
Display of Updated overall merit list and first Counselling in the concerned Department (Physical Mode) The Candidates will be required to mark their attendance from 9:00 A.M. to 11:00 A.M. in the respective Departments Deposit of the fee through online mode i.e., by means of only Debit Card/Net Banking upto 21.12.2023	20.12.2023
Display of vacant seats	22.12.2023
Second Counselling in the concerned Department (Physical Mode) The Candidates will be required to mark their attendance from 9:00 A.M. to 11:00 A.M. in the respective Departments Deposit of the fee through online mode i.e., by means of only Debit Card/ Net Banking upto 24.12.2023	23.12.2023
Display of vacant seats	30.12.2023
Third Counselling in the concerned Department (Physical Mode) The Candidates will be required to mark their attendance from 9:00 A.M. to 11:00 A.M. in the respective Departments Deposit of the fee through online mode i.e., by means of only Debit Card/ Net Banking upto 02.01.2024	01.01.2024
Commencement of Classes*	04.01.2024
Display of vacant seats, if any, after 3 rd counseling	03.01.2024
Physical Counselling for vacant seats, if any and fee submission (Fee – 05.01.2024) The Candidates will be required to mark their attendance from 9:00 A.M. to 11:00 A.M. in the respective Departments	04.01.2024
Cut Off date for Admission	06.01.2024

Note: The candidates must note the following points while seeking admission to various programs offered by MDU, Rohtak, MDU-CPAS, Gurugram.

1. Candidates are required to fill single Online Application Form for Admission to Certificate/ PG Diploma Programs offered by MDU Rohtak AND MDU-CPAS Gurugram.
2. All relevant documents i.e. marks sheet of qualifying examination and proof of age should be uploaded by the candidate along with application form. In absence of marks sheet of the qualifying examination, the application of the candidate shall not be considered while preparing the merit list.
3. Incomplete/incorrect application form shall be rejected, summarily.
4. No change will be allowed in the following fields after submission of application form

i) Candidate's Name	ii) Father's Name	iii) Mother's Name
iv) Date of Birth	v) Reservation Category	vi) Program

5. No documents will be accepted after closing date of removal of discrepancies i.e. 19.12.2023
6. Provisional admission status shall be available on the candidate's login.
7. The candidates must also upload the conversion formula for conversion of CGPA to percentage, wherever applicable. The candidates are required to fill up the percentage of marks secured in each examination using the formula as before, wherever applicable.
8. The candidate must upload on the portal a scanned copy of each **original document in .jpeg format** along with the application form while applying for admission to different programs.
9. The Candidates participating in the Physical Counselling on 04.01.2024 will be required to mark their attendance from 9:00 A.M. to 11:00 A.M. in the respective Departments.
10. Merit list will be prepared by the concerned Departments in respect of the candidates who will participate in physical counselling on 04.01.2024.
11. The seats vacant after 04.01.2024 will be displayed on the University Website by the concerned HODs/Directors/ Incharge, MDU-CPAS, Gurugram.
12. If any seat remains vacant after 04.01.2024, the same may be filled on 06.01.2024 by inviting the candidates from the merit list already prepared. The entire process of admissions and fee submission will be completed on 06.01.2024.

List of Original Documents to be uploaded (JPEG / PDF format only with size within 10 KB to 500 KB limit) with the application form:

1. Matriculation Certificate (as proof of age)
2. Senior Secondary Examination Pass Certificate
3. Detailed Marks Card (DMC) of the qualifying examination (Graduation)
4. Character Certificate from the Institute last attended
5. Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Prospectus.
6. Latest Income Certificate issued by the competent authority of the Haryana Govt. on or after 01.04.2023, wherever applicable.
7. Haryana Resident Certificate, if applicable.
8. Documentary proof in support of respective Supernumerary category, if applicable.
9. Undertaking regarding Gap Year, if applicable, as per format in Appendix-U

Note:

1. The counselling will be held in the concerned University Teaching Departments (UTDs) at M.D. University, Rohtak only.
2. Necessary documents uploaded on Admission Portal should be legible and all original documents must be brought by the candidate at the time of Physical Counselling.
3. The provisionally admitted candidate will be required to submit the above mentioned original documents along with two sets of photocopies, anti ragging affidavit (candidates & parents) on or before 06.01.2024 or on the date notified by the University in the department for further processing by the University, failing which the admission shall stand cancelled automatically.