

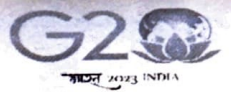


# MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. 25 of 1975)

'A+' Grade University Accredited by NAAC

OFFICE OF THE CHIEF WARDEN (BOYS)



To

All the concerned Heads/Directors,  
University Teaching Departments/Institutes/Centers,  
M. D. University,  
Rohtak.

**Sub: - Admissions in Boys Hostels for the session 2024-2025 (4 Years (UG) and 5 Years Integrated only).**

Sir/Madam,

The applications are invited for hostel accommodation in Boys Hostels for the session 2024-2025 (4 Years (UG) and 5 Years Integrated only).

- **Submission of Admission Form**

1. The admission in the hostel for students admitted in University Teaching Departments will be made Online through Student Portal (<https://student.mdu.ac.in>). Processing fee Rs. 110/- for online application for hostel admission till last date will be charged while after last date processing fee Rs. 220/- will be payable. The last date shall be calculated from the date of admission. User Manual to fill up the Hostel Admission form online, available on University website.

- Each Student has to upload residential proof (any one) i.e. Aadhar Card/ Voter Card/ Driving Licence/ Passport/ Ration Card while filling up the Hostel Admission form. This is mandatory.
- Each student has to submit the undertaking of not indulging in any kind of ragging activity.
- Each student has to submit the undertaking regarding complying with the hostel rules/ regulations.

2. **Documents to be submitted by the student at the time of taking room position.**

- Each student has to submit six passport size latest photographs without attestation.
- The Students are permitted to own use Two Wheelers. Such students shall have to furnish the vehicle information (Copy of the Registration Certificate of the vehicle and Driving License) at the time of admission.

- **Eligibility**

1. Accommodation in the University Hostels is available only to the bonafide students admitted to University Teaching Programs in the UTD and **except** the following:

- Student whose residence/house is within the distance of 40 km from MDU, Rohtak. For providing wrong information, the student will be expelled from the hostel and the matter will be forwarded to the University authorities for strict disciplinary action.
- Day Scholars, Bus Pass Holders, Students admitted to evening Programs except LLM (Shift-II), Students admitted to CDOE/Diploma (except DISLI/DTISL)/Certificate courses, Students pursuing 2<sup>nd</sup> (second) UG/PG program from MDU, Rohtak. Students who are employed part time/full time in any organization or are self-employed or involved in/taking up any other gainful employment, professional work/assignment.
- Students expelled in the past from M.D.U. Hostels and University Teaching Departments.

The **Merit List** of only those students should be prepared for admission to hostels whose Village/Towns are more than 40 Kms away from the University.

- **Preparation of Merit List**

1. Concerned HOD/Director will forward the merit list strictly following the Haryana State Government Reservation policy and as per following criteria for the preparation of merit list.

**(i) Distance (Max Score: 20)**

Score for distance shall be calculated by taking 5 % of distance up to a maximum of 20 marks.

**(ii) Academic Merit (Max Score: 30)**

- Academic merit will be calculated by taking 30% of the marks obtained in the previous semester/year/latest result declared by University (in case of intermediate students having reappear zero mark).
- Academic merit will be calculated by taking 30% of the marks obtained in the qualifying academic programme (in case of new admission).

Computation of merit list for admission in hostels shall be prepared by using the formula

**Academic Merit Score (Out of 30) + Distance Score (Out of 20)**

**For example, if a student is having 80% marks in previous semester and distance of his residence is 350 kms, his merit score will be computed as follows:**

**24 + 17.5 = 41.5 i.e. 30% of 80 = 24 for academic merit + 17.5 i.e. 5% of 350 for distance.**

The distance will be measured from the residential address city/village as mentioned in residential proof attached by the student and computed through Google Map/verification from the concerned Haryana Roadways office.

**Note: - 20% seats are reserved for SC students in each hostel as per state government reservation policy w.e.f. 2021-22.**

**IMPORTANT DATES:**

1. Open to fill up online Hostel Application Form: From 10.07.2024 to 18.07.2024 at 11:59 pm.
2. Receipt of the Merit List of Admitted Students from the HOD's/Director's: 19.07.2024.
3. Display of 1<sup>st</sup> Merit List in concerned Hostel: 22.07.2024
4. Date of Allotment of Hostel Rooms: 22.07.2024
5. Payment of Hostel Fee: 22.07.2024 to 24.07.2024

**Helpline to fill up the online Hostel Admission for Technical Issues:**

Hostel Admission Support Email Id: [hostel.admissions@mdurohtak.ac.in](mailto:hostel.admissions@mdurohtak.ac.in)

The HOD/Director should forward the complete list of students to be admitted (as per seat matrix) in one lot. Hard and soft copy of the merit list be forwarded to the concerned hostel Warden and a soft copy be forwarded to the office of the Chief Warden (Boys) at email: [chiefwarden.boys@mdurohtak.ac.in](mailto:chiefwarden.boys@mdurohtak.ac.in)

The allotment of seats for various Departments/Institutes/Centers in different Hostels will be send as earliest possible.

Your kind cooperation is solicited for smooth completion of the process of hostel admissions.

This may be treated as **Most Urgent**.

Yours Sincerely

Sd/-

Chief Warden (Boys)

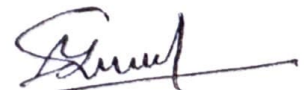
Encl.: As above.

Endst. No.-CWB/24/4528-4568

Dated: - 10. 07. 2024

Copy to:

1. Add. Chief Warden (Boys) for Information and necessary action.
2. All the Hostel Wardens except BH-3 & BH-11 (Boys) for Information and necessary action.
3. Director, U.C.C. requested to upload on the University website and direct the concerned official for necessary action.
4. OSD to Registrar & V. C. for kind information of the Registrar and the Vice-Chancellor.



Chief Warden (Boys)



# MAHARSHI DAYANAND UNIVERSITY

Rohtak-124001, Haryana (INDIA)

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

'A+' Grade University Accredited by NAAC

## USER MANUAL (For Fresh Students) APPLY FOR HOSTEL ADMISSION

Steps for enrollment of students on Student Portal & apply for hostel application form.

1. All New students need to open website <https://student.mdu.ac.in>
2. Select Old Students (With MDU Registration No.)

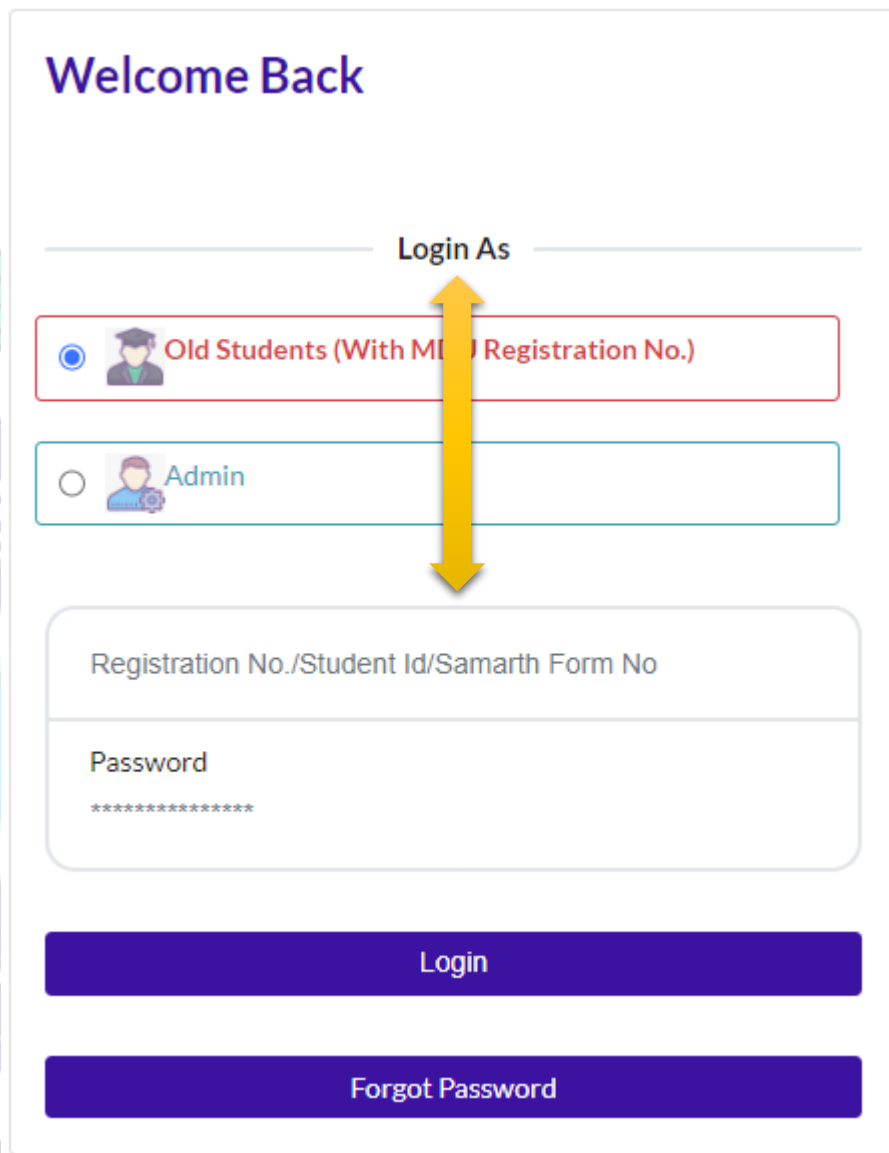
The screenshot shows the Student Portal interface. At the top, there is a navigation menu with links: MDU Home, Instructions, User Manuals, Re/Improvement Schedule, Contact Us, Instructions For Additional Subject, and General Rules for Examination. Below the menu, the 'Special Chance Notification' section is visible, containing a list of bullet points. A yellow arrow points from the first bullet point to the 'Old Students (With MDU Registration No.)' radio button in the login form. A blue arrow points from the 'Reappear/Improvement Schedule' link to the 'Registration No./Student Id/Samarth Form No' text box. The login form also includes a 'Password' field, a 'Login' button, and a 'Forgot Password' link. A 'Download App: Android' button is located in the top right corner.

3. Enter Your Samarth Form No for e.g. MDU00XXXXX in Text Box as Printed your application Print Form

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4. Password will be your date of Birth e.g. if the Date of Birth is 29<sup>th</sup> May 2001 then the password will be 29052001



Welcome Back

Login As

Old Students (With MDU Registration No.)

Admin

Registration No./Student Id/Samarth Form No

Password  
\*\*\*\*\*

Login

Forgot Password

5. And Click Login
6. After Login you will be logged into the student portal here now you need to complete your profile starting from the address details in you left side options or also available in the center of my account as demonstrated in below image also.

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Your Registration No. is not generated yet. If you are a Freshers & Name SANKET & Eligibility Status: Not Defined

PERSONAL DETAIL STATUS

Please complete your registration process by filling your Personal, Biometric, Address and Social Details. Only then you can proceed further.

#	Status	View/Edit/Insert
Personal Information	Completed	<a href="#">Click here</a>
Address	Completed	<a href="#">Click here</a>
Biometric	InComplete	<a href="#">Click here</a>
Social	InComplete	<a href="#">Click here</a>
Education Details	InComplete	<a href="#">Click here</a>

COURSE DETAILS

Please check your details available with us. If any issue - For DDE students email at [suptug.dde@mdurohtak.ac.in](mailto:suptug.dde@mdurohtak.ac.in) (For Under Graduate Programs) [suptpg.dde@mdurohtak.ac.in](mailto:suptpg.dde@mdurohtak.ac.in) (For Post-Graduate Programs) and for Regular students e-mail at [reg.admission@mdu.ac.in](mailto:reg.admission@mdu.ac.in).

Course Name	Course Code	Sem/ Year	Session	Fee Type	Category Name	College Name	Fee Status
M.Com (Hons) 5- Year Integrated	775	1	July-2023	RR	General Fee	Deptt. of Commerce	<input checked="" type="checkbox"/>

7. You may start filling in address details by unlocking your address details for editing by clicking “\_Click on the checkbox if your correspondence address is same as permanent address” and fill up your address details completely including State District and Pin code.
8. After completing the address details hit the update and save button for the next step.

## Address Details

### Permanent Address Section

Email

complicatedakshay@gmail.com

Mobile

9671747093

Address

VPO : NEOLA

State

HARYANA

District

JHAJJAR

Pincode

124109

Click on checkbox if your correspondance address is same as permanent address

### Correspondance Address Section

Mobile

9671747093

Address

VPO : NEOLA

State

HARYANA

District

JHAJJAR

Pincode

124109

Update and save

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9. The next step will be Biometric Details. Please update accurate details and the latest passport photograph in Biometric details of the student as it will be printed on Student I-Card and Student Academic Records and the photograph, Signature, and Thumb Impression can't be changed later on once approved by the department.

## Biometric

**Important Instructions:** Images are allowed only in .jpg or .jpeg format.

**Upload your image\* (size should be between 30KB and 100KB)**

Browse... No file selected.

Upload/Edit Image

**Upload your signature\* (size should be between 10KB and 100KB)**

Browse... No file selected.

Upload/Edit Signature

**Upload your left thumb impression\* (size should be between 30KB and 100KB)**

Browse... No file selected.

Upload/Edit Thumb

**Select and upload scanned identity proof (with address)\*(size should be between 50KB and 120KB)**

--Select type of identity-- v

Browse... No file selected.

Upload/Edit Your Selected Identity

Save and Continue

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10. Click Save and Continue to proceed to Social Details Section, fill in the required details. And click Save and Continue to Proceed to Next Step i.e. is educational details

### Social

These are only demographic profile, it has nothing to do with fee category.

Nationality \*

Religion \*

Domicile/Resident

Annual Income\*

Marital Status\*

Area Resident Type\*

Identity \*

Social Category (Not applicable for Seat Allotment Reservation Category) \*

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**11. Please fill in all educational details starting from 10/Matric to educational details till you own.**

(Your Registration No. is not generated yet!) User Id: 729465 & Name: SANKET & Category: & Eligibility Status: Not Defined

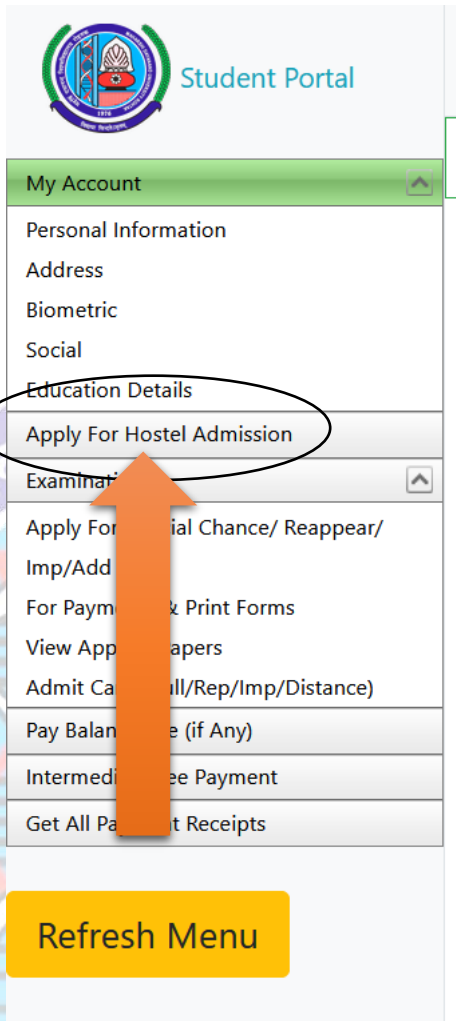
Please Enter your 10th AND 12th details only to proceed further, if already then please ignore this!

Add Qualification	Level	Board/Univ.	Subjects/Program Name	Roll No	Registration No./Enrollment No.	School/Collage	Year of Passing	Marking Scheme	Obtained	Out of	Percentage	Result Status
No data to display												

**After saving your educational details please hit/click Refresh Menu as shown below also. You will see many options including**



**After Refreshing Menu you will be able to see option for applying hostel application form as highlighted below also**



**Click Apply for Hostel and follow the steps mentioned below also.**



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## 1. Step-1: Apply For Hostel

After that Click on **“Apply For Hostel Admission”** Icon:

- 1.1 Then Upload your Photo (Choose Your Photo then Click on Upload Image Button)
- 1.2 Then Select Your Deptt/Course/Semester
- 1.3 Then Add Your Distance in KMs from your Resident Address to MDU Rohtak, Minimum Distance for Applying Hostel is **40 km for Boys** and **30 km For Girls** Students
- 1.4 Then Fill Guardian Address and Father’s Contact Number then click on the check box if you have ever been allotted a hostel
- 1.5 Then Select Address and Click on Submit and View Button

student.mdu.ac.in/Regular/ApplyHostel

MDU PORTAL freepik : Free Vecto... px 2.6 million+ Stunni... 80% Inbox - Mail Online Image Vecto... Envato Elements: U...

My Account  
Apply For Hostel Admission  
Examinations  
Wi-Fi Section  
Pay Balance Fee (if Any)  
Intermediate Fee Payment  
Apply for Career Counselling & Placements  
Study Material  
Booked Subject Details  
For Currently Pursuing Students  
Get All Payment Receipts

Refresh Menu

Image file has been uploaded successfully

Hostel Accomodataion Application Form for Students of MDU UTD

Step-1: Apply For Hostel Step-2: Guardian Detail (Mandatory for Girls) Step-3:Pay Fees for Apply of Hostel

Upload Your Photo\* (size should be between 30KB and 100KB)  
Choose File No file chosen Upload Image

Deptt. of English & Foreign Languages

M.A. (ENGLISH)

Semester/Year : 3

60

Sector 14 Rohtak

9876543210

Have you ever been allotted Hostel (If yes, Please tick the option and provide hostel Name followed by Room No)

Demo

Select Address:\*

V.P.O. [redacted], HARYANA, 124112

Additional Information (if any)

Submit and View

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## 2. Step 2 : Guardian Detail (Mandatory For Girls)

### Then Fill Your Guardians Details Section

#### 2.1 Name of Guardian /Relation/Contact No. /Email

#### 2.2 Upload Guardian Image

##### 2.2.1 Choose Image File then Click on Upload Image Button

#### 2.3 Select and upload scanned identity proof (with address / Upload Both Side of id proof photo)\*

#### 2.4 Then Click on Submit Button

#### 2.5 Then Check “List of Guardian Details uploaded by you”

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CHOOSE FILE NO FILE CHOSEN

Upload Selected Identity

Additional Information (If any)

Submit

List of guardian details uploaded by you

Enter text to search...

Drag a column header here to group by that column

Guardian Name	Relation	Mobile	Email
Hemant	Brother	9876543210	
AKSHAY	FATHER	9876543210	

Maharshi Dayanand University  
\*A+\* Grade University Accredited by NAAC

Online Users: 87



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### 3 Step-3: Pay Fee For Apply Hostel

Then Click on Pay Fee for Apply Hostel

#### 5.1 Then Click on **Pay Fees** Button

The screenshot displays the 'Hostel Accomodataion Application Form for Students of MDU UTD' interface. A navigation bar at the top indicates the current step: 'Step-3: Pay Fees for Apply of Hostel'. A warning message states: 'Print Application Form will only be available after payment of fees'. Below this is a table with columns: Department, Program Name, Semester, Fee Category, Guardian Address, Father Contact Number, Fee Status, Proceed To Pay Fee, and Print Application Form. A blue arrow points to the 'Pay Fees' button in the 'Proceed To Pay Fee' column of the first row.

Department	Program Name	Semester	Fee Category	Guardian Address	Father Contact Number	Fee Status	Proceed To Pay Fee	Print Application Form
Deptt. of English & Foreign Languages	M.A. (ENGLISH)	3	General Fee	sector 14	9876543208	UnPaid	<a href="#">Pay Fees</a>	

4 Then Click on Undertaking CheckBox and Click on **Confirm and proceed to make payment** button to pay fee

My Account

**Apply For Hostel Admission**

Examinations

Wi-Fi Section

Pay Balance Fee (if Any)

Intermediate Fee Payment

Apply for Career Counselling & Placements

Study Material

Booked Subject Details

For Currently Pursuing Students

Get All Payment Receipts

Refresh Menu

### Payment Details

Fee: ₹ 110

Total Fees: ₹110

#### Undertaking/Declaration:

certify that I have not done any other PG/ M.Phil course from M.D. University,

I solemnly declare that the particulars given above are correct to the best of my knowledge and belief and that I will, on admission, abide by the rules and regulations of the hostel and not indulge in any undesirable activity. I hold myself responsible for prompt payment of fee and all other dues. I know fully well that any infringement of Hostel Rules will

make me liable of Fine of Rs. 5000/- or any action deemed fit by the authorities.

**Confirm and proceed to make payment**

**Kindly read the Criteria before Applying, Applicant shall be responsible for any kind of non-fulfilment of eligibility and the fee will not be refunded to such students.**

For Further Enquiry visit MDU Rohtak Dayanand University, Rohtak.  
Thank you!

5 Then Do yur Payment **through Internet Bankng / CreditCard or Debit Card / Freecharge and NEFT and RTGS**

**AXIS BANK | EASYPAY**

**MD University Rohtak**

Unique ID: H090085354      studentid: 85354

validity date: 7/11/2024 3:08:14 PM      Amount: 110

URN : 141860657  
(SAVE FOR FUTURE REFERENCE)

**Terms and Conditions :**  
I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an

**Payment Options**

INTERNET BANKING   CREDITCARD/DEBITCARD   FREECHARGE   NEFT/RTGS

🏠 Visa/Master

➤ **Helpline to fill up the Hostel Admission form online (Technical Issues): Hostel Admission Support Email Id: [hostel.admissions@mdurohtak.ac.in](mailto:hostel.admissions@mdurohtak.ac.in)**