To

The HOD, Education,
M. D. University,
Rohtak.

Subject: - Portal of "Hostel Module" Open for Hostel admissions in the Boys Hostels for the session 2025-2026 for 3rd and 5th Semester students of ITEP only.

Madam,

It is bring to your kind notice that the Portal of "Hostel Module" Open for Hostel admissions in the Boys Hostels for the session 2025-2026 for 3rd and 5th Semester students of ITEP 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 ₹ 110/- for online application for hostel admission till last date will be charged while after last date processing fee ₹ 220/- will be payable.

    (i) Each Student has to upload two residential proof documents while filling up the Hostel Admission Form—**one from each of the following categories:**
    (a) Aadhar Card/ Voter ID, Driving Licence, Ration Card, or Passport **(mandatory)**
    (b) For Haryana residents: Parivar Pehchan Patra (PPP); for others: Domicile/Resident Certificate issued only by the DC, DM, SDM, EM, Tehsildar, or Naib Tehsildar or valid Visa for foreigners **(mandatory).**

    (ii) Each student has to submit the undertaking of not indulging in any kind of ragging activity.
    (iii) Each student has to submit the undertaking regarding complying with the hostel rules/ regulations.
    (iv) Students are permitted to use **two-wheelers only.** Those opting to bring a two-wheeler must provide vehicle details and upload a copy of the **Vehicle Registration Certificate** or their **Driving Licence** while filling up the Hostel Admission Form.
    (v) After completing the registration, students should **take a printout of the application form** and **submit it to the concerned Department/Institute** for the preparation of the merit list.

2. **Documents to be submitted by the student along with printout of Hostel Admission Form.**

    (i) Each student has to submit six passport size latest photographs without attestation.

- **Eligibility**

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

    i) 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.

    ii) 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 2nd (second) UG/PG program from University Teaching Departments/Institutes M. D. U, 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.

    iii) 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 the ensuing 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 20 marks.

   (ii) Academic Merit (Max Score: 30)
   - 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 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. **The HODs/Directors must verify the students' residential proof documents before finalizing the merit list.**

Note: - 20% seats are reserved for SC/ST 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 15.12.2025 to 16.12.2025 at 11:59 pm.
2. Receipt of the Merit List of Admitted Students from the HOD's/Director's: 17.12.2025.
3. Display of Merit List in concerned Hostel and enable the link for online Hostel fee payment: 17.12.2025
4. Payment of Hostel Fee **(Online Mode Only Boys):** 17.12.2025 to 19.12.2025
5. Date of Allotment of Hostel Rooms: 17.12.2025 to 19.12.2025

Helpline to fill up the online Hostel Admission for Technical Issues:
Hostel Admission Support Email Id: hostel.admissions@mdurohtak.ac.in and hostelsupport@mdurohtak.ac.in

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

Your kind cooperation is solicited for smooth completion of the process of hostel admissions.
This may be treated as **Most Urgent.**
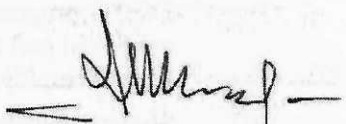
Yours Sincerely

Sd/-
Chief Warden (Boys)

Encl.: As above.
Endst. No.-CWB/25/7247-7251
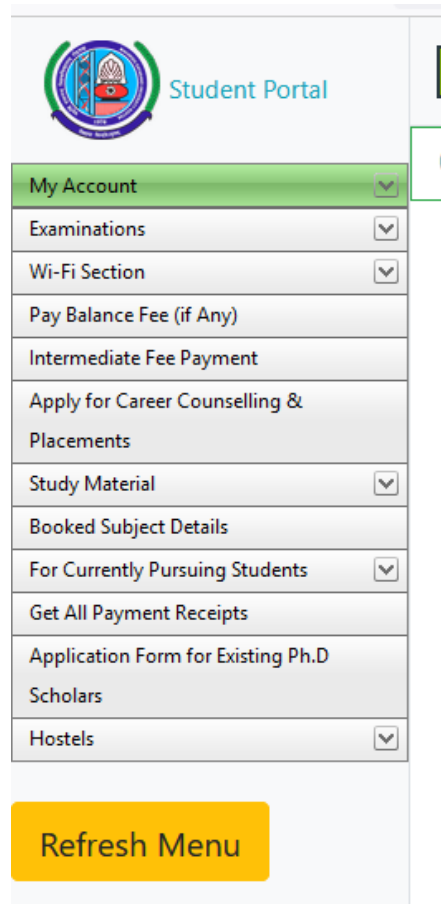
Dated: - 15.12. 2025

Copy to:
1. Warden BH-8 for Information and necessary action.
2. Director, U.C.C. requested to upload on the University website and direct the concerned officials for necessary action.
3. OSD to Registrar & V.C. for kind information of the Registrar and the Vice-Chancellor.
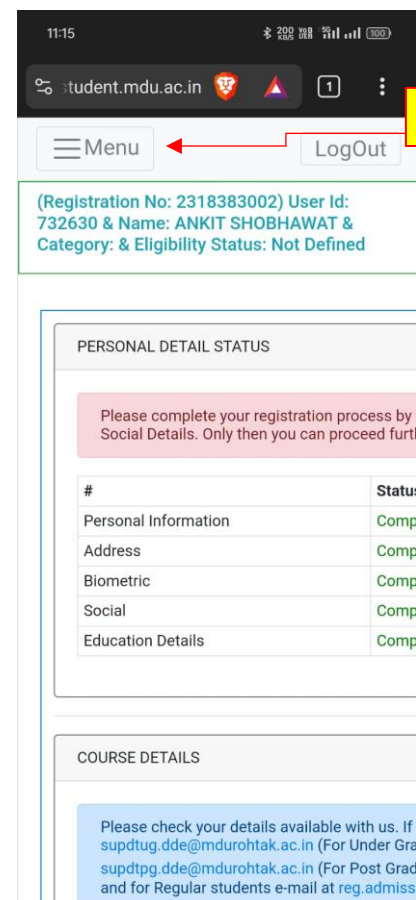
Chief Warden (Boys)
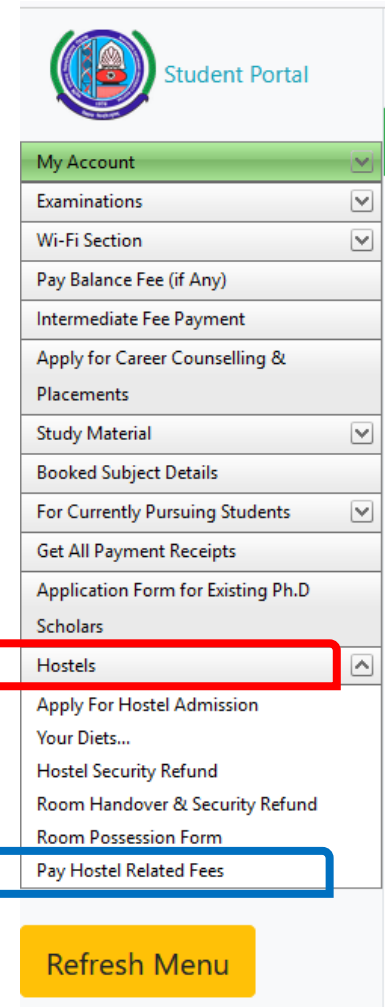
User Manual for Hostel Related Payments

Visit https://student.mdu.ac.in/index   and Login using your details

Laptop/PC

Mobile

11:15

student.mdu.ac.in

☰ Menu   LogOut

Click on Menu

(Registration No: 2318383002) User Id:
732630 & Name: ANKIT SHOBHAWAT &
Category: & Eligibility Status: Not Defined

PERSONAL DETAIL STATUS

Please complete your registration process by
Social Details. Only then you can proceed furth

#	Status
Personal Information	Comp
Address	Comp
Biometric	Comp
Social	Comp
Education Details	Comp

COURSE DETAILS

Please check your details available with us. If
supdtug.dde@mdurohtak.ac.in (For Under Gra
supdtpg.dde@mdurohtak.ac.in (For Post Grad
and for Regular students e-mail at reg.admissi

Student Portal

My Account

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

Application Form for Existing Ph.D
Scholars

Hostels

Apply For Hostel Admission
Your Diets...
Hostel Security Refund
Room Handover & Security Refund
Room Possession Form
Pay Hostel Related Fees

Refresh Menu

For making payments Click on Pay fee Button Available in each row of payments

Mobile

Laptop

Pay Hostel Fees

d: 732630 & Name: ANKIT SHOBHAWAT & Category: & Eligibility Status: Not Defined

PAY FEES   CHECK TRANSACTION STATUS

Print Application Form will only be available after payment of fees

Stu Id	Session Name	Hostel Name	Fee Type	For Month	Amount	Merchant Order Number	MID	
732630	July-2024	NEELKANTH (BH-8)	Room Allotment	0	16770	SBIRA25071107326301201	1002892	Pay Fees

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11:16

Menu   LogOut

(Registration No: 2318383002) User Id: 732630 & Name: ANKIT SHOBHAWAT & Category: & Eligibility Status: Not Defined

Pay Hostel Fees

PAY FEES   CHECK TRANSACTIO

Print Application Form will only b available after payment of fees

Stu Id	Session Name
732630	July-2024

11:16

Menu   LogOut

(Registration No: 2318383002) User Id: 732630 & Name: ANKIT SHOBHAWAT & Category: & Eligibility Status: Not Defined

Pay Hostel Fees

CHECK TRANSACTION STATUS

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Session Name	✕
30 July-2024	•••

11:16

Pay Hostel Fees

CHECK TRANSACTION STATUS

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	Session Name
732630	July-2024

ime: NEELKANTH (BH-8)

n: 0

Order Number: SBIRA25071107326301203

Pay Fees

Maharshi Dayanand University   Online Users: **36**

Scroll right to left and click on 3 dots in front of row and then Pay fees

- <u>Click on Pay fee button and then Choose payment options and make your payment</u>

- <u>Do not refresh any page while making payments</u>

- <u>Wait for 5 mins in case of payment failures before making it again</u>

- <u>Prefer Laptop/PC for smooth experience for making payments</u>

- <u>In case of payment failure Click on Check Transaction Status tab button and check each payment and its status</u>

- After Making successful payments you can check your receipt by clicking the button in Side menu/menu
- Get All Payment Receipt

- For any issue related to

- 1. Payment Successful but not showing : Check status using the process described before

- 2. Multiple Payments or Showing Failure but money got deducted : write a mail to hostelsupport@mdu.ac.in and chiefwarden.boys@mdu.ac.in stating your issue and suitable screenshots