

## 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: - Hostel admissions for the session 2025-2026 are now open for 1<sup>st</sup> Semester students of all UG programs (4-Year and 5-Year Integrated) in the Boys Hostels.

Sir/Madam,

Applications are invited for hostel accommodation in the Boys Hostels for the session 2025-2026, exclusively for 1<sup>st</sup> Semester students of all UG Programs (4-Year and 5-Year Integrated).

## Submission of Admission Form

- 1. The admission in the hostel for students admitted in University Teaching Departments will be made Online through Student Portal (<u>https://student.mdu.ac.in</u>). 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. The last date shall be calculated from the date of admission.
  - (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 2<sup>nd</sup> (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 09.07.2025 to 14.07.2025 at 11:59 pm.
- 2. Receipt of the Merit List of Admitted Students from the HOD's/Director's: 15.07.2025.
- 3. Display of 1<sup>st</sup> Merit List in concerned Hostel and enable the link for online Hostel fee payment: 16.07.2025
- 4. Payment of Hostel Fee (Online Mode Only Boys): 16.07.2025 to 20.07.2025
- 5. Date of Allotment of Hostel Rooms: 16.07.2025 to 21.07.2025

## 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

The allotment of seats for various Departments/Institutes/Centers in different Hostels is enclosed herewith.

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)

Dated: - 07.07. 2025

Copy to:

Encl.: As above.

Endst. No.-CWB/25/6277-6331

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

Chief Warden (Boys)

07.07.2025



# **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.)

DU Home Instructions User Manuals Re/Improvement Schedu	le Contact Us Instructions For Additional Subject eral Rules for Examinat
udent Portal	Welcome Back
Special Chance Notification	
Special Chance portal for filling the online forms has been started.	Login As
Last Date is 5 July, 2024	Old Students (With MDU Registration No.)
<ul> <li>Students are advised to read the special chancement on the special chancement of th</li></ul>	
<ul> <li>Students are advised to confirm their eligibility from respective</li> </ul>	A
<ul> <li>before filling the online from.</li> <li>Fee paid is nonrefundable except in case of double payment (for a second seco</li></ul>	
exam)/failed transaction.	
Reappear/Improvement Schedule	Registration No./Student Id/Samarth Form No
▶ User Mannual	Password
What is the difference between a new student and old student ?	
Online Payment Terms & Conditions	Login

3. Enter Your Registration No. (Received from Your Concerned Department) in Text Box .

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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 than the passwordwill be 29052001 (DDMMYYYY format).

	Welcome Back	
	Login As	
835	Old Students (With MI     Registration No.)	
	Admin	
	Registration No./Student Id/Samarth Form No	· ·
ম হ	Password	
	Login	B
So I	Forgot Password	8
	1976	V

## 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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-	Student Porta	VERIFIED & SCLUED						Good Evening, SAN	KET
Per	Account   onal Information	our Registration No. is not gener	ated yat () then id. 729465	& Name: SANKET &	Category: & Eligi	pility Status: Not Di	fined		My Profile
	netric SI	PERSONAL DETAIL STATUS						$\bigcirc$	
ono-	cation Details	Please complete your registra further.	tion process by filling your Pers	onal, Biometric, Addres	s and Social Details.	Only then you can pr	oceed		
COOP R	efresh Menu		Stat	us	View/Edit/I	nsert			
YO		Personal Information	Con	pleted	Click here				
		Address	Com	pleted	Click here			logout	
		Biometric	InCo	omplete	Click here			logour	
		Social	InCo	omplete	Click here	/			
		Education Details	InCo	omplete	Click here				
K I									
Ø I		COURSE DETAILS							
84		Please check your details avail Programs) supdtpg.dde@mdu and for Regular students e-ma		Programs)	updtug.dde@mdurc	htak.ac.in (For Under	Graduate		
		Course Name	Course Code Sem/ Year	Session Fee Type	Category Name	College Name	Fee Status		
		M.Com (Hons) 5- Year Integrated	775	July-2023 RR	General Fee	Deptt. of Commerce	2		

- 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.

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## Address Details

		Permanent Address Section		
Email		Mobile		
complicatedakshay@gmail.com		9671747093		
Address				
VPO : NEOLA				
State		District		Pincode
HARYANA	~	JHAJJAR	~	124109
MC = 5 747093	Co	rrespondance Address Section		
	Co	rrespondance <u>Address</u> Section		
747093	Co	rrespondance Address Section		
747093 Address	Co	District		Pincode
747093 Address VPO : NEOLA	Co		~	Pincode 124109

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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.

Inload your image*	(size should be between 30KB and 100KB)
Browse No file se	
Upload/Edit Image	
Jpload your signatur	re* (size should be between 10KB and 100KB)
Browse No file se	elected.
Upload/Edit Signature	
	mb impression* (size should be between 30KB and 100KB)
Jpload your left thu	mb impression* (size should be between 30KB and 100KB)
Upload your left thu	mb impression* (size should be between 30KB and 100KB)
<b>Jpload your left thu</b> <b>Browse</b> No file se	mb impression* (size should be between 30KB and 100KB)
Jpload your left thun Browse No file se Upload/Edit Thumb	mb impression* (size should be between 30KB and 100KB) elected.
<b>Jpload your left thur</b> <b>Browse</b> No file se Upload/Edit Thumb	mb impression* (size should be between 30KB and 100KB)
Jpload your left thun Browse No file se Upload/Edit Thumb	mb impression* (size should be between 30KB and 100KB) elected. anned identity proof (with address)*(size should be between 50KB
Jpload your left thur Browse No file se Upload/Edit Thumb Select and upload sca and 120KB) Select type of iden	mb impression* (size should be between 30KB and 100KB) elected. anned identity proof (with address)*(size should be between 50KB
Upload your left thun Browse No file se Upload/Edit Thumb	mb impression* (size should be between 30KB and 100KB) elected. anned identity proof (with address)*(size should be between 50KB

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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 \* Nationality Religion \* Select Religion Domicile/Resident Select Domicile ~ Annual Income\* Select Annual Income Marital Status\* Select Marital Status Area Resident Type\* Select Area Type $\sim$ Identity \* Voter Card $\sim$ Social Category (Not applicable for Seat Allotment Reservation Category) \* Select Category $\sim$ Save and Continue



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

(Your Registration No. is not generated yet !) User Id: 729465 & Name: SANKET & Category: & Eligibility	itatus: Not Defined
· · · · · · · · · · · · · · · · · · ·	
Please Enter your 10th AND 12th details only to proceed further, if already then please ignore this!	
Add Qualification Level Board/Univ. Subjectu/Program Name Roll No Registration No/Enrollmnent No.	School/College Year of Passing Marking Scheme Obtained Out of Percentage Realt Status
	No data to diplay
After saving your educational deta	ills please hit/click Refresh Menu as shown below also. You will see
many options including	
	Student Portal
	My Account
	Personal Information
	Address
The Martin	Biometric
	Social
	Education Details
	Refresh Menu
	Heli con menu

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

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	Str	udent Portal	
	My Account		
	Examinations	$\checkmark$	
	Wi-Fi Section	$\checkmark$	
	Pay Balance Fee (	0	
	Intermediate Fee	hent	
. <u>.</u>	Apply for Career	selling &	
A27 /	Placements		4229
000	Study Material	$\checkmark$	9.0
	Booked Subject D	5	30 000
NO NA	For Currently Pure	Students 💌	See Sta
	Services		
	Right To Service		Z RY
	Get All Payment F	pts	
	Application Form	xisting Ph.D	NANDU
	Scholars		
	Hostels		
SKR R			
XXX E	Refresh Me	enu	
<b>Click Apply for H</b>	ostel and foll	ow the steps m	entioned below also.
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		Ma	
	19		
	2		
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## **1.** Step-1: Apply For Hostel

After that Click on <u>"Apply For Hostel Admission"</u> Icon:

## 1.1 Then Select Your Deptt/Institute, Course and Semester

Registration	1 FORM FO	r Hostel Accomoda	luon
Select Department*		Select Course *	
Select Department	•	Select Course	*
Select Semester *			
Select Semester	•		

## 1.2 Then Upload Your Photo (Choose Your Photo then Click on Final Upload Button)

	Д.	
	Upload Photo JPG, JPEG, PNG • Max 1MB	
Final Upload		
Recent Passport Size Pho	to*	
	Q	
	Upload Photo JPG, JPEG, PNG • Max 1MB	

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1.3 Then in Complete Address – Search For Your Residence Address (Location) and Click on Get Distance Button

# Father's Contact Number Guardian's Address Father's Contact Number Guardian's Address

# 1.5 Then Click on Have you ever been alloted Hostel (If yes, Please tick the option and provide hostel Name followed by Room No)



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## 1.6 Then Upload Two Residential Proof Documents

- 1.6.1 Aadhaar Card, Voter ID, Driving License, Ration Card, Passport
- 1.6.2 For Haryana Residents PPP (Family) ID and for Others Domicile/Residence Certificate

Select 1st Address Proof*		
Aadhar Card		•
Government ID Proof *		
	Upload First Address Proof JPG, JPEG, PNG • Max 1MB	
♀ Final Upload First Address Proc	pr	
Select Second Address Proof*		
Family Id (PPP)		•
Residence Proof*		
	D	
	لسر	
	Upload Second Address Proof	
	JPG, JPEG, PNG • Max 1MB	
L		
কি Final Upload Second Address P	Proof	
	GER A DETER	
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# **1.7 If You want to keep Vehicle (Only Two Wheelers) in Hostel, Please tick the option and provide vehicle details for Vehicle Pass**

## Then Submit Your Form

Vehicle No.	Vehicle Name (ex:Hero Splendor, Bajaj Pulsor)
ng License*	Vehicle Registration Certificate (RC)*
Q	Q
Upload Driving License JPG, JPEG, PNG • Max 1MB	Upload Vehicle RC JPG, JPEG, PNG • Max 1MB
주 Final Upload Driving License	

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## 2.1 Fill Your Guardian Details with Your Guardian Image and Identity Proof

## **Guardian Details Section For Hostel Accomodation**

Name of Guardian*	Relation with Guardian*
Guardian Name	Relation With Guardian
Guardian Contact No.*	Guardian Contact Email*
Guardian Contact No.	Guardian Contact Email
Upload Guardian Image*	
	Q
	Upload Guardian Image JPG, JPEG, PNG • Max 1MB
ආ Final Upload	
Select Identity Proof To Upload*	
Select Identity Proof	▼
Additional Information(If any)	
Additional Information(If any)	

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SUBMIT

# **3** Then Click on Undertaking Check Box and Click on Confirm and proceed to make payment button to pay fee

	Payment	Details	
	rayment	Details	
	Fee:	₹ 110	
	Total Fees:	₹110	
	Undertaking/	Declaration:	
□I certify that I have not done any othe	er PG/ M.Phil course from M.D. Univ	versity.	
I solemnly declare that the particulars the rules and regulations of the hoste other dues. I know fully well that any authorities.	l and not indulge in any undesirab	le activity. I hold myself respons	sible for prompt payment of fee and
Kindly read the Criteria befo	Confirm and proceed		nv kind of non-fullfilment (
	bility and the fee will not l		
	For Further Enquiry visit Maharsh Thank		
			000 / X
-00 YEAN			
Then Print Your <b>B</b>	orm and Submi	t to the Conce	rned Deptt. /Insti
on of the Merit Lis			4. Y. Y.

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## 4. If The Deadline for Hostel admission for your course has passed then Apply with Delay fees

	Payment Section For Hostel Accomodation
The deadline for best	
	el admission for your course has passed. If you still wish to apply, you must first apply for condonation of delay and obtain Chief Warden before proceeding with the fee payment.
आपके पाठ्यक्रम के लिए Condonation) के लिए २	हॉस्टल में प्रवेश की अंतिम तिथि समाप्त हो चुकी है। यदि आप अभी भी आवेदन करना चाहते हैं, तो आपको पहले विलंब माफी (Delay आवेदन करना होगा और शुल्क भुगतान से पहले Chief Warden से अनुमति प्राप्त करनी होगी।
	APPLY WITH DELAY FEES

5. Helpline to fill up the Hostel Admission form online (Technical Issues): Hostel Admission Support Email : <u>hostel.admissions@mdurohtak.ac.in /</u> <u>hostelsupport@mdurohtak.ac.in</u>

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