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 1st 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 1st 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 (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. 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 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 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 1st 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)

Encl.: As above.
Endst. No.-CWB/25/6277-6331

Dated: - 07.07. 2025

Copy to:
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.)**

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

4. **Password** will be your Date of Birth e.g. if the **Date of Birth is 29th May 2001 than the passwordwill be 29052001 (DDMMYYYY format).**

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.**
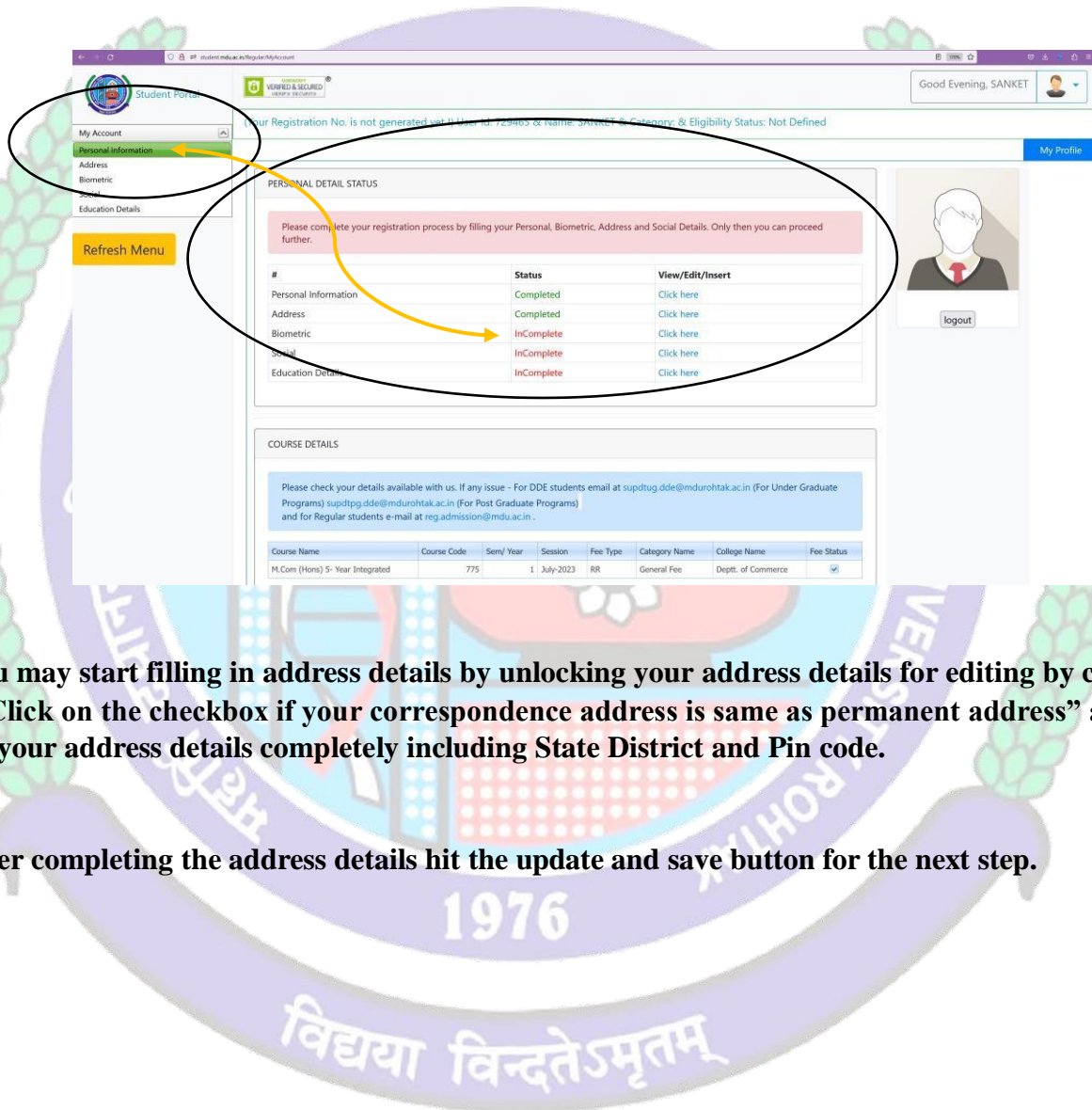
7. **You may start filling in address details by unlocking your address details for editing by clicking "_Click on the checkbox if your correspondence address is same as permanent address" and fill up your address details completely including State District and Pin code.**

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 correnpondance adddress is same as permanent address

Correspondance Address Section

Mobile
9671747093

Address
VPO : NEOLA

State
HARYANA

District
JHAJJAR

Pincode
124109

Update and save

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-- ⌄

| Browse... | No file selected. |

Upload/Edit Your Selected Identity

Save and Continue

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 ⌄ |

Identity *

| Voter Card ⌄ |

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

| Select Category ⌄ |

Save and Continue

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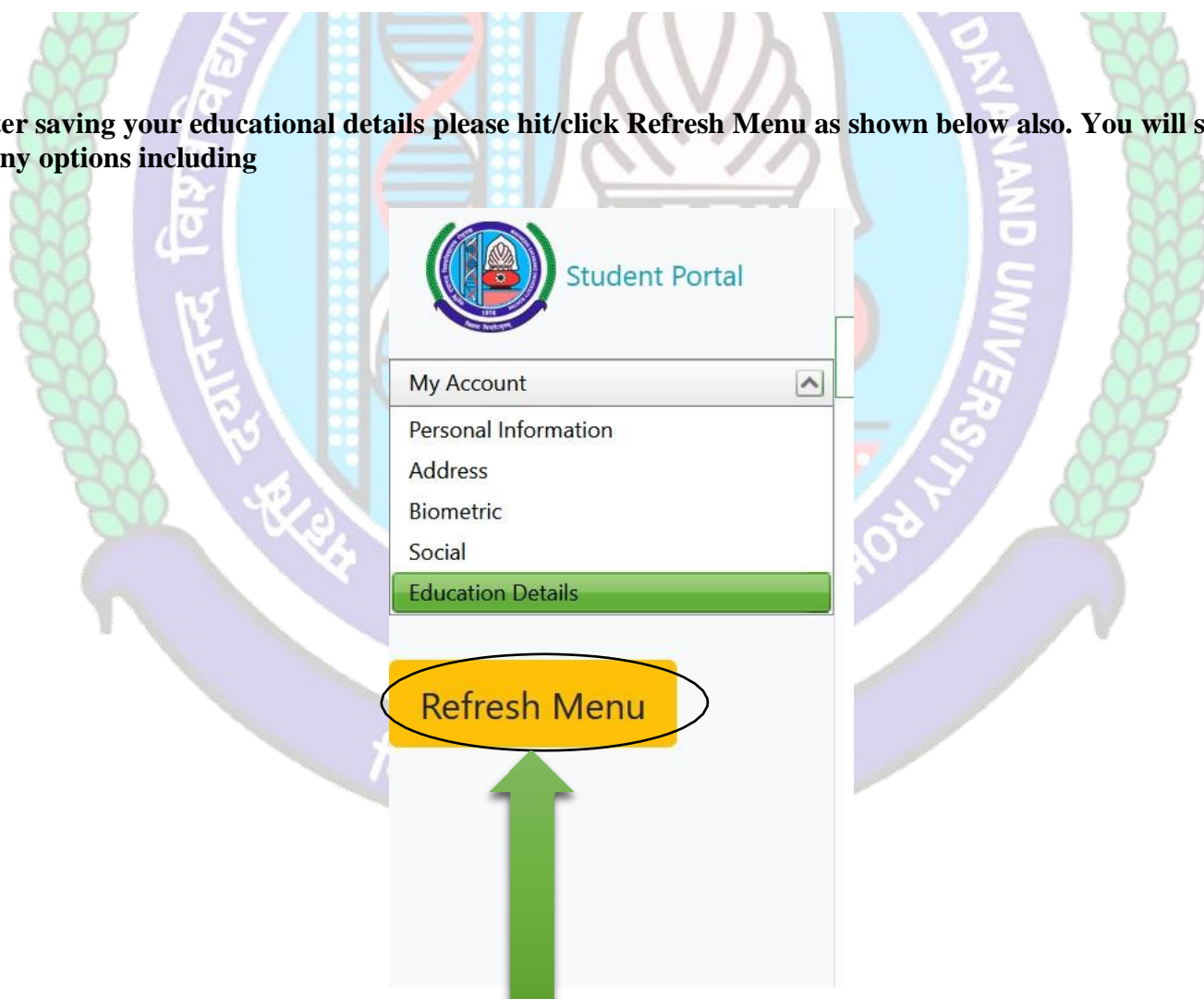
After Refreshing Menu you will be able to see option for applying hostel application form as highlighted below also

Student Portal

My Account	⌄
Examinations	⌄
Wi-Fi Section	⌄
Pay Balance Fee (y)	
Intermediate Fee ment	
Apply for Career selling & Placements	
Study Material	⌄
Booked Subject D s	
For Currently Purs Students	⌄
Services	⌃
Right To Service	
Get All Payment R pts	
Application Form xisting Ph.D Scholars	
Hostels	⌄

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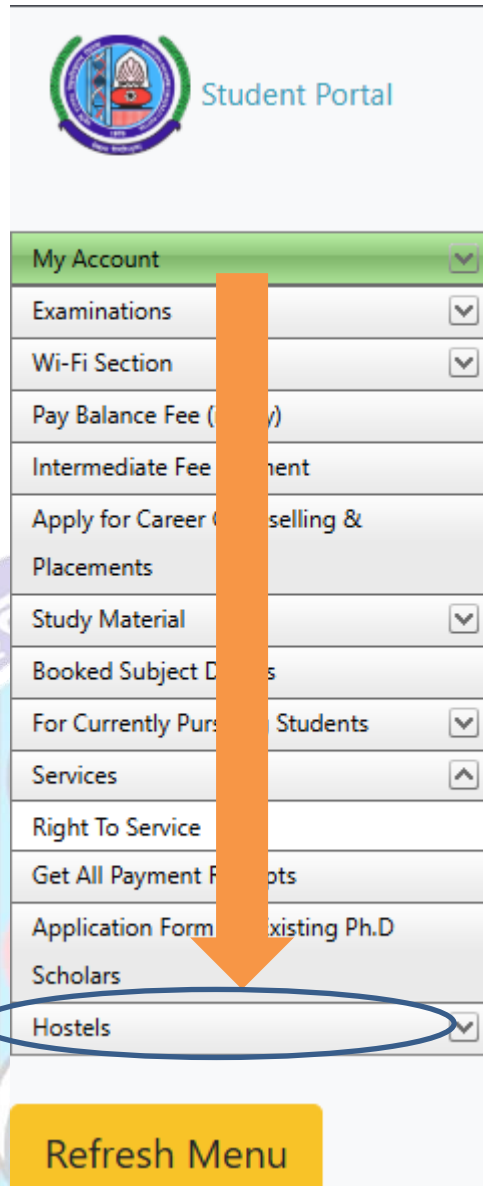
Click Apply for Hostel and follow the steps mentioned below also.

1. **Step-1: Apply For Hostel**

   After that Click on "Apply For Hostel Admission" Icon:

   1.1   Then Select Your Deptt/Institute, Course and Semester

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

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

Complete Address *

Address *

JM43+5GR, Bhatti Gate, Jhajjar, Jhajjar, Jhajjarrural, Haryai

Distance *

36.9 km

1.4 **Then Fill Father's Contact Number and Guardian's Address**

Father's Contact Number *

Father's Contact Number

Guardian's Address

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)**

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

Previous Hostel Details *

Previous Hostel details (Hostel name, Room No)

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 Proof**

Select Second Address Proof*

Family Id (PPP) ▾

Residence Proof*

Upload Second Address Proof
JPG, JPEG, PNG • Max 1MB

⌃ **Final Upload Second Address Proof**

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

If You want to keep Vehicle (Only Two Wheelers) in Hostel, Please tick the option and provide vehicle details for Vehicle Pass

Vehicle No. *

Vehicle No.

Vehicle Name *

Vehicle Name (ex:Hero Splendor, Bajaj Pulsor)

Driving License*

Upload Driving License
JPG, JPEG, PNG • Max 1MB

⬆ Final Upload Driving License

Vehicle Registration Certificate (RC)*

Upload Vehicle RC
JPG, JPEG, PNG • Max 1MB

⬆ Final Upload Vehicle RC

SUBMIT

2 Step-2: Guardian Details (Mandatory For Girls)

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

Guardian Details Section For Hostel Accomodation

Name of Guardian*

Guardian Name

Relation with Guardian*

Relation With Guardian

Guardian Contact No.*

Guardian Contact No.

Guardian Contact Email*

Guardian Contact Email

Upload Guardian Image*

Upload Guardian Image
JPG, JPEG, PNG • Max 1MB

⇧ **Final Upload**

Select Identity Proof To Upload*

--Select Identity Proof-- ▼

Additional Information(If any)

Additional Information(If any)

SUBMIT

3 Then Click on Undertaking Check Box and Click on <mark>Confirm and proceed to make payment</mark> button to pay fee

    3.1 **Then Print Your Form and Submit to the Concerned Deptt. /Institute for the preparation of the Merit List**
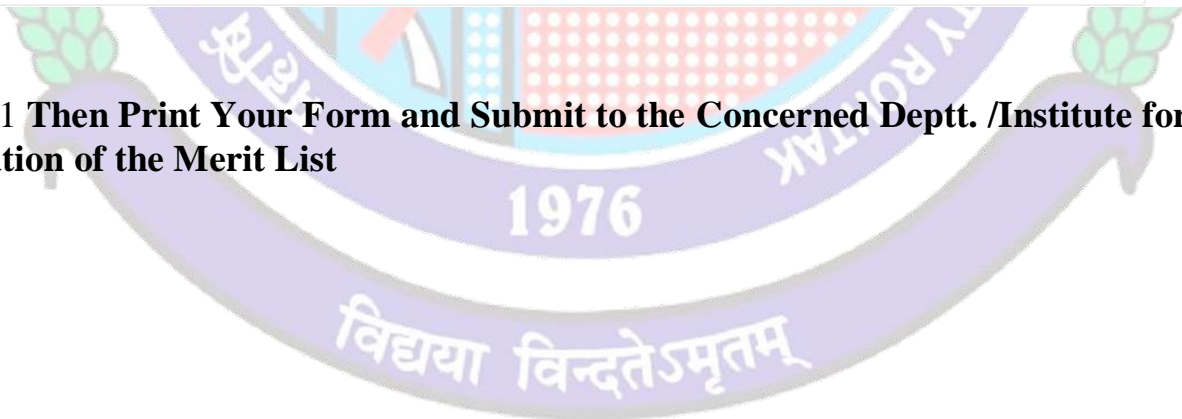
4. If The Deadline for Hostel admission for your course has passed then Apply with Delay fees

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