

## Instruction for the Study Centres

1. All the concerned Study Centres are required to upload admission form(s) through the online mode (on panel provided to them) in respect of already enrolled students in the courses offered by the DDE.
2. Submit the print copy of the uploaded (online) admission form to the DDE, alongwith
  - a) Full course fee (100 %) in the shape of Bank Draft in favour of Finance Officer, M. D. University, Rohtak payable at Rohtak with FTR. **The Bank Draft should not be older than one month, on the date of its submission;**
  - b) Photo-copy of the DMC of last exam of the course/programme;
  - c) Certificate/document on the basis of which fee concession is claimed; failing which candidate will be considered as general category candidate and full fee will be charged.
3. Please note that
  - a) No form for **fresh admission**, in any course, will be accepted, and if submitted that will be rejected summarily; and
  - b) Incomplete admission form or without FTR and (Demand Draft more than one month old) will not be accepted in any case.
4. Study Centres should ensure that print copy of admission form and the required documents must reach on or before the last date notified, else late submission fine will be imposed as decided by the University.
5. To avoid congestion at the last moment Study Centres are advised to submit the admission form duly completed in all aspects in a regular intervals preferably on weekly basis.

DIRECTOR (DDE)