SECTION-II   HOW TO APPLY FOR ADMISSION TO VARIOUS COURSES

1.   The candidates are advised to read the Prospectus carefully before filling the online Application Form.

2.   The University has adopted online procedure for admission from the academic session 2013-14.The Prospectus can, however, be obtained from the AssistantRegistrar (Publication Cell), M.D. University, Rohtak either in person or on payment of Rs. 100/-   in cash for reference. OR can be free downloaded from the University Website www.mdurohtak.ac.in. The Prospectus is also available on cash payment at the University Institute of Law and Management Studies, Sector 40, Gurgaon,

3.   The processing charges for submission of the application for admission will be charged as Rs.400/-for general category candidates and Rs.100/- (for S.C./B.C and E.B.P candidates of Haryana only). The S.C/ B.C and E.B.P candidates belonging to the States other than Haryana will be treated as General Category candidates for all purposes.
     A candidate can apply for admission to as many as courses he/she wants. Separate application form for admission in each additional course shall be filled after paying Rs.50/- (Rs.15/- for SC/BCand E.B.P. candidates of Haryana only) each.

     Admission to various M.Tech Programmes shall be made first on the basis of merit of valid GATE score. If seats remain vacant then admissions on the basis of merit of marks in the qualifying examinations shall be made.

     Separate application forms are required for admission to different M.Tech Courses being run by the U.I.E.T. For example, for admission to M.Tech (Computer Science & Engineering) or M.Tech. (Software Engineering). Similarily, for admission to M.Tech. (Mechanical Engineering) or M.Tech. (Manufacturing & Automation Engineering). Candidates are required to apply on separate application form alongwith required application fee for each course.

     As per the directions of the DG, DTE, Haryana, admission to M.Tech. courses for the session 2016-17 in respect of affiliated colleges will be made by the University through centralized counselling to be held at University Institute of Engineering & Technology on respective dates mentioned in Prospectus.

     The application form for admission to M.Tech (Computer Science) being run by the Department of Computer Science & Applications be submitted separately to the Head of the concerned department.

4.   Where entrance test is to be held a candidate is required to pay entrance fee of Rs.200/- for traditional courses and Rs.300/-for professional courses for each test except for the courses where entrance test is common.

5.   All the candidates will be required to deposit processing charges/entrance fee through Debit/Credit Card/e-challan of SBI/Axis Bank/Punjab National Bank.

6.   All the candidates will be required to produce the proof of having passed the qualifying examination atleast three days before the date of display of merit list except for the courses where admissions are made purely on Entrance Test basis and GPAT basis(applicable only to pharmacy programme). In the latter cases, the candidates will produce all documents at the time of counseling.

The candidate applying for M.Pharm. course would be allowed to fill a single application form for M.Pharm course and he/she may be allowed to choose the specialization of M.Pharm at the time of counselling.

7. The self-attested copies of certificates/testimonials of all the examinations passed by the candidate from 10th Standard onwards/other documents **including certificates for claiming weightage, if any**, and latest Character Certificate should be appended to the computer generated application form duly signed to be submitted to the concerned Department / Institute / Office **three days before the display of merit**.

8. Change in course or category, once opted for the purpose of admission, will not be allowed. The category and course opted in the Online Application for admission shall be the base for this purpose.

9. If the last date for receipt of applications falls on a holiday or that day is declared holiday by the University, the next working day will be considered as the last date for the purpose. However, the timings will remain unchanged.

10. The candidates claiming the benefit of reservation shall submit a certificate to this effect from the competent authority. Refer to Appendices C to L for instructions and formats of certificates.

11. The Application or any other document attached thereto once submitted shall not be returned.

12 Centralised admission in M.Sc Courses of the various Departments under the Faculty of Life Sciences will be made through a Common Entrance Test to be conducted by the Deptt. of Genetics. Hard Copy of Computer Generated application form duly   signed alongwith all relevant certificates/documents including weightage claiming   documents **and subject of choice in order of preference (Appendix- R)** should be submitted   to   the Head, Deptt. of Genetics, M.D.U. Rohtak withing one week of the last   date   of   submission online application form failing which his/her candidate will not be   considered   for   admission. However, a separate application form be submitted for   admission to M.Sc (Forensic Science Course) as separate entrance test and   counselling will be held for admissions to this course. No documents for claiming   weightage will be entertained after the due date. However, the result of qualifying   examination be submitted at the time of counselling in case of late declaration of result.

Common counselling shall be conducted by the Deptt. of Genetics through an Admission Committee having representation from each Department. Admissions will be made to a particular course on the basis of merit of the candidate-cum-choice and eligibility.

13. The opening date of registration and last date of submission of online applications, date, time and Entrance Examination, and addresses for submission of applications are given in the table below :

Sr. No.	Name of the Programme	Opening date of registration	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	Address for submission of online generated Application form
1.	MBA 5-year	24.5.16	21.06.16 (up to 5.00 p.m.)	-	-	Director IMSAR
2.	5-Year Integrated M.Sc.(Hons.) Mathematics	-do-	-do-	200/-per programme	**2.7.2016 (9.00 a.m to 10.15 a.m.)**	Head, Department of Mathematics
3.	LL.B (Hons.) 5-year Integrated including UILMS, Gurgaon	-do-	-do-	300/-	**2.07.16 (10.45 a.m.-12.00 noon)**	Head, Department of Law
4	Journalism & Mass Communication	-do-	-do-	200/-	**02.07.16 (12.30 p.m. to 1.45 p.m.)**	Head, Department of Journalism & Mass Communication
5	5-Year Integrated M.A.(Hons.) English	-do-	-do-	200/-	**02.07.16 (2.15 p.m to 3.30 p.m)**	Head, Deptt. of English and Foreign Languages
6	Pol. Science	-do-	-do-	200/-	**02.07.16 (4.00 p.m. to 5.15 p.m.)**	Head, Department of Political Science
7	Physics	-do-	-do-	200/-	**03.07.16 (9.00 a.m. to 10.15 a.m.)**	Head, Department of Physics
8	Sociology	-do-	-do-	200/-	**03..07.16 (10.45 a.m. to 12.00 noon)**	Head, Department of Sociology.
9	P.G.Diploma in Translation(Hindi-English)	-do-	-do-	200/-	**03..07.16 (10.45 a.m. to 12.00 noon)**	Head, Department of Hindi.
10	Geography	-do-	-do-	200/-	**03.07.16 (12.30 p.m. to 1.45 p.m.)**	Head, Department. of Geography
11	MBA 2-year, (B.E.) & (Hons). For IMSAR and UILMS, Gurgaon	-do-	-do-	300/-	**04.07.16 (2.00 p.m. to 3.15 p.m.)**	Director, IMSAR
12	History	-do-	-do-	200/-	**04.07.16 (9.00 a.m. to 10.15 a.m.)**	Head, Department of History.

13	B. Pharm	-do-	-do-	300/- per programme	**04.7.2016 (10.45 a.m. to 12-00 noon.**)	Head, Department of Pharmaceutical Sciences
14	Psychology, Applied Psychology,	-do-	-do-	200/-	**04.07.16 (12.30 p.m. to 1.45 p.m.)**	Head, Department of Psychology.
15	M.P.Ed.	24.5.16	21.06.16 (upto 5.00 p.m)	300/-	**04.07.16 (2.15 p.m. – 3.30 p.m.)**	Head, Department of Physical Education
16	L.L.M (M) (For Department of Law and UILMS, Gurgaon)	-do-	-do-	200/-	**04.07.16 (4.00 p.m. to 5.15 p.m.)**	Head, Department of Law.
17	Maths, Maths with Computer Science	-do-	-do-	200/-	**05.07.16 (9.00 a.m. to 10.15 a.m.)**	Head, Department of Mathematics,
18	English	-do-	-do-	200/-	**05.07.16 (10.45 a.m. to 12-00 noon.)**	Head, Department of Department of English & Foreign Language.
19	Pub.Admn.	-do-	-do-	200/-	**05.07.16 (12.30 p.m. to 1-45 p.m.)**	Head, Department of Public Admn.
20	Economics	-do-	-do-	200/-	**05.07.2016 (2.15 p.m. to 3.30 p.m)**	Head, Department of Economics
21.	LL.B (Hons.) 3-year (Morning & Evening) (for Dept. of Law and UILMS, Gurgaon)	-do-	-do-	300/-	**05.07.16 (4.00 p.m.- 5.15 p.m.)**	Head, Department of Law
22	i) MFA-6 years ii) M.A Fine Arts (Drawing & Painting)	-do	-do-	200/-	**07.07.16 (9.00 a.m. to 12-30 p.m)** **(2.00 p.m. to 5.00 p.m)**	Head, Department of Visual Arts
23	Hindi	-do-	-do-	200/-	**07.07.16 (9.00 a.m. to 10.15 noon)**	Head, Department of Hindi
24	Chemistry	-do-	-do-	200/-	**07.07.2016 (10.45 a.m. to 12.00 noon)**	Head, Department of Chemistry
25	Commerce	-do-	-do-	200/-	**07.07.16 (12.30 a.m. to 1.45 p.m.)**	Head, Department of Commerce
26	M.Sc. Botany, Zoology, Environmental	-do-	-do-	200/-	**06.07.16 (9.00 a.m. to 10.15 a.m)**	Head, Department of Genetics.

	Science,, Environmental Biotechnology Microbiology, Microbial Bio-Technology Bio-Chemistry, Food Technology, Bio-Technology, Agriculture Biotechnology Genetics, Bio-informatics and Medical Bio-technology					
27	PG Diploma in Bioinformatic/Cert. Courses in Pharmaco-Informatics and Phylo-Genomics	24.5.16	30.06.16	-	**-**	Director, Centre for Bio-Informatics.
28	M.Sc. (Forensic Science)	-do-	21.06.16	200/-	**06.07.16 (11.30 a.m. to 12-45 p.m)**	Head, Department of Genetics.
29	MHM & CT / MTTM – 2 Years MHM & CT – 5 yeas	-do-	30.06..16	-	-	Director, Instt. of Hotel and Tourism Management
30	BHM & CT/ BTTM	-do-	21.06.16	-	-	-do-
31.	**M.Pharm.** (Industrial Pharmacy, Pharmaceutics, Pharmaceutical Chemistry Pharmacognosy Pharmacology)	-do-	30.6.2016	-	-	Head, Department of Pharmaceutical Sciences
32	M.Tech i) Computer Sc. & Engineering ii) Electronics Commn. & Engineering iii) Software Engineering iv) Mech. Engg Manufacturing & Automation v) Bio Technology Engineering vi) Mechanical Engineering	-do-	7.7.2016	-	-	Director, University Institute of Engineering & Technology

33	M.Tech (Computer Science)	-do-	7.7.2016	-	-	Head, Department of Computer Science & Applications.
34	B.P.Ed.	-do-	21.6.16	-	-	Head, Dept. of Physical Education
35	M.Ed./ M.Ed (Special Education)	-do-	31.8.2016	-	-	Assistant Registrar (Colleges)
36.	Diploma/ Certificate in Foreign Languages	-do-	30.6.16	-	-	Head, Dept. of English & Foreign Languages
37	P.G. Dip. in Remote sensing & G.I.S.	-do-	31.08.16 (upto 5.00 p.m.)	-	-	Head, Dept. of the Geography
38	P.G. Dip. in Guidance & Counselling	-do-	31.08.16 (upto 5.00 p.m.)	-	-	Head, Dept. of the Psychology
39	MA/M.Sc Education, Defence & Strategic Studies, Music-vocal, Music Instrumental, Computer Sc., Statistics, Diploma/ Certificate M.Lib & Information Sc. and M.A. Eco.(Hons) 5 Year, M.A Pub.Admn. 5 Year (Hons.) M.Com. (Hons.) 5year. B.Pharm. (LEET),LL.M (Evening) in Law Deptt. and LL.M (Morning) at UILMS, Gurgaon	-do-	21.06.2016 (upto 5.00 p.m.)	-	-	Head of the respective Departments.

Entrance Schedule of M.Phil Courses.

Sr. No.	Name of the Programme	Opening date of registration	Last Date of Submission of Online Applications	Fee for Entrance Exam., if any, in Rs.	Date & time of Entrance Exam.	Address for submission of online generated Application form
i.	Maths , Commerce and History	24.05.16	31.08.16 (upto 5.00 p.m.)	200/- per programme		Heads of the respective Depts.
ii.	Pub. Admn and Psychology	-do-	-do-	-do-		Heads/Directors of the respective Depts./ Institutes
iii.	Hindi and Sociology	-do-	-do-	-do-		Heads of the respective Depts.

iv.	Education and Journalism & Mass Communication	-do-	-do-	-do-		Heads / Directors of the respective Depts./Institutes
v	English	-do-	-do-	-do-		Head, Department of English and Foreign Languages
vi.	Geography	-do-	-do-	-do-	***To be notified later on.***	Head, Department of Geography
vii.	Statistics, Physical Education and Political Science	-do-	-do-	-do-		Heads of the respective Departments
viii.	Sanskrit and Economics	-do-	-do-	-do-		Heads of the respective Departments
ix.	Defence & Strategic Studies, Music (Instrumental & Vocal.)	-do-	-do-	-do-		Heads of the respective Departments

Note: i) Processing/entrance fee must be deposited within two days of the closing of last date of submission of online application.

ii)   Candidates must submit computer generated application form duly signed alongwith required documents relating   to category weightage etc. within 7 days of submission of online application form to the concerned Heads of the Departments.

INSTRUCTIONS/GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION:

1. Pre-Requisites for Applying Online Application Form:—

    a. Prospectus 2016-17 (http://mdurohtak.ac.in/info/information_brochure.html)

    b. Your email id (eg. xyz@gmail.com)

    c. Scanned copy of **Photograph, Signature and Thumb Impression (LTI)** ensuring that all required scan images should be in **.jpeg** format with below specification:

        ▪ Size of the photo image must be less than 50 KB

        ▪ Size of the signature image must be less than 30 KB

        ▪ Size of Thumb Impression must be less than 50 KB.

    d. Your **Mobile Number**

    e. **Pin Code** with the details of Permanent & Correspondence Address.

    f. Education Qualification & Weightage details/documents (like Matriculation, Senior Secondary, and Degree etc.)

2. Candidates can apply online through website www.mdurothak.ac.in.

3. Click on **mdurohtak.ac.in**->**Admission**->**Online Application form**.

4. Read the General Instructions & prospectus carefully and then start the process of "**New Registration**".

NOTE:

• Fill all Qualification Details which you have completed past till date in the first Registration Process.

• Once Challan is generated, applicant cannot self-edit any details including Personal, Address, Educational Details, Employment Details, Photo and Signature.

• Once the payment for a course is **confirmed**, no changes for that particular course are allowed.

• Data will not be saved without clicking "**SAVE**" button, so before clicking on "NEXT" button click on **"SAVE"** button to save the details filled by you.

• Keep the **Username & Password** assigned to you Confidential and Safe.

• The candidate must select the **course applied for carefully (eg. 2yr PG Course or 5yr Integrated Hons. Course)** for which he/she is eligible. **No Change of Course is allowed**.

1. The University has two campus, viz. Main **MDU Campus, Rohtak** and **University Institute of Law and Management Studies, Gurgaon (UILMS)**. Select desired Campus from the drop down menu and apply the relevant course.

2. Select the appropriate program offered at the campus from the drop down menu of "**Program list**" then the corresponding course from the drop down menu of "**Courses**".

3. In the Admission Registration Form enter your details such as address, mobile no., landline no., and e-mail address etc. carefully. Filling of star (*) marked fields is mandatory. The application cannot be submitted unless the mandatory fields are filled. The University

will use applicant's information to contact the applicant for any further communication. If **Mobile no. or e-mail adress is incorrect** or belong to someone else the candidate may not be able to received any communication from the university.

4. If your result of qualifying exam is still awaited, select the "**Result Awaited**" option from drop down.

5. Based on the Program and Course selection, weightage list will be displayed, select relevant weightage (if applicable) and Click on **"SAVE"** and **"NEXT"** button.

6. **Quota**: Applicant can choose the quota for which he/she is applying. If you are not sure about Quota – choose General Quota. Military Quota is available for serving Military persons in very few courses and that too with proper sponsorship.

7. You cannot proceed for payment until you upload your photo, signature and thumb impression as in required size and .jpeg format.

8. You can apply for Additional courses through "**Add course**" button from "**My Profile**" Page.

9. In order to pay the fee click on "**Make Payment**" your opted course details along with the Processing fee and Entrance Exam Fee (if applicable) will be shown. You are required to select the checkbox shown in front of the details for the courses for which you want to pay fee.

10. You need to select Payment mode and Bank for fee payment

11. For "**Cash Payment in Bank**", select the Bank – SBI or Axis

    o Take the print out of the e- challan receipt by clicking the 'Print button.'

    o Payment to the Axis Bank may be made immediately, while for SBI, payment has to be made next day.

12. Once the **e-challan** has been generated make the payment as soon as possible on or **before the validity of challan** to avoid eleventh hour hassles.

13. Fee is generally confirmed by Bank within 2-3 days. After fee confirmation, Login to your account and click on "**Download Application Form**" option on the "**My Profile**" page to take a print of computer generated fee confirmed application form and submit computer generated application form duly signed alongwith required documents relating to Fee Challan, Education Qualification, Category, Weightage etc. within 7 days of submission of online application form to the concerned Heads of the Departments. If Fee is not confirmed within 2-3 days, contact University accounts department.

14. You will receive a message containing your login credential details on your **Mobile** and at your **e-mail address** confirming that you have been registered for admission.

15. Information about fee confirmation, Application Form, Admit card, result etc. will be available on the candidate's login page itself.

Note: Foreign students are not required to fill online admission form. They may contact to Foreign Students Cell.

Note: Admission/Online Registration Enquiry No. (From 9.00 a.m. to 5.00 p.m. on all working days)

For admission**: - 01262-393580** (Academic Branch, University Secretariat) - (for General information about admission). For Online Registration: - **01262-393325/393326/393596** or via e-

mail **admission16@mdurohtak.ac.in** HELPDESKS: - **DDE Building, Near Gate no. 1 (For technical Assistance)**

DETAIL STEPS FOR ONLINE APPLICATION FORM ARE AVAILABLE ON www.mdurohtak.ac.in