

DETAIL INFORMATION FOR ADMISSION TO MBA 2 YEAR EXECUTIVE (EVENING) PROGRAMS OFFERED BY MAHARSHI DAYANAND UNIVERSITY,CENTER FOR PROFESSIONAL AND ALLIED STUDIES, GURUGRAM (MDU-CPAS) FOR THE SESSION 2020-21

Admission Notice

Online applications are invited for admission to MBA Executive (Evening) Program offered by Maharshi Dayanand University, Centre for Professional and Allied Studies, (MDU-CPAS) Gurugram for the session 2020-21

Opening date of Online Registration	04.12.2020
Closing date of Online Registration	15.12.2020

All information viz., eligibility conditions, Fee, number of seats alongwith break up of seats and guidelines/instructions for filling up the online application form for admissions are available on the University website i.e. www.mdu.ac.in.

Updates/changes, if any, will be notified on University website.

Help Desk

For Online Registration/Technical help: 01262-293232

Contact no. 0124-2383343 (General information about admission)

E-mail ID:- dir.cpas@mdu.ac.in

REGISTRAR

Eligibility Conditions:

Graduate/Post Graduation from any discipline with 45% marks. Candidate must be working with some corporate Entity/Establishment/PSU/Government organisations etc. or must have self-business enterprise.

Fee Structure: Rs. 53,094/- Per annum

Intake: 30

Bifurcations of seats are as follows:-

AIO	HOGC	SC	DEPRIEVED SC	BC(A)	BC(B)	PWD/ESM/DFE	EWS
4	12	3	2	4	3	1	1

Counselling Schedule:

Schedule	Date
Inviting Online Application Forms	04.12.2020
Last date for submission of online application form	15.12.2020
Online display of 1 st merit list (The selected Candidates will be required to deposit the fee through online mode i.e., by means of only Debit Card/Net Banking upto 20.12.2020)	18.12.2020
Online display of 2 nd merit list (The selected Candidates will be required to deposit the fee through online mode i.e., by means of only Debit Card/Net Banking upto 23.12.2020)	21.12.2020
Online display of 3 rd merit list (The selected Candidates will be required to deposit the fee through	24.12.2020

online mode i.e., by means of only Debit Card/Net Banking upto 26.12.2020	
Commencement of classes	20.12.2020
Cut-off date for admission	31.12.2020

Detailed Rule & Regulations, Reservation Policy, mentioned in the Prospectus for admission to Programs offered by MDU-CPAS, Gurugram.

INSTRUCTIONS/GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION

1. Pre-requisites for applying online:

- i. Prospectus 2020-21 (<http://mdu.ac.in> -> Admissions -> Prospectus)
- ii. E-mail id of the candidate (e.g.xyz@gmail.com)
- iii. Scanned copy of Photograph, Signature and Left Thumb Impression (LTI) ensuring that all required scanned images should be in .jpeg format with below specification:
 - a) File Size of the photo image must be less than 50 KB
 - b) File Size of the signature image must be less than 30 KB
 - c) File Size of Left Thumb Impression must be less than 50 KB.
- iv. Mobile Number of the candidate.
- v. Pin Code with the details of Permanent & Correspondence Address.
- vi. Scanned Copy of any one Identity Proof (Voter ID/Aadhar Card/PAN Card/Driving License), Educational Qualifications & Weightage related details/documents (like Matriculation, Senior Secondary Examination, and Qualifying Examination etc.)

Note: The candidate must upload all required scanned images/scanned copies only in .jpeg format. The scanned copy should be of original document and not of the Photocopy.

2. Read the General Instructions & Prospectus carefully and then start the process of “New Registration”.

NOTE:

- Please read the user manual available on the website/portal before filling the application form.
- Once the payment for a program is confirmed, no changes in Program, Category, Applicant Name, Father Name, Date of Birth, Mobile number, email id, Photo and Signature etc. will be allowed. Therefore, before payment and clicking on the “NEXT/SAVE” button, the details should be checked and confirmed by the candidate.
- The candidate must select carefully the program applied for (e.g. 2 year PG Program or 5 year Integrated/Hons. Program) for which he/she is eligible. No change of Program shall be allowed after fee payment.

3. Online Process:-

- i). A Candidate must apply online through the website www.mdu.ac.in->Admission- >Online Application form.
- ii). Candidate must create login account for the registration process.
- iii). Username & Password assigned should be kept confidential and safe.
- iv). In the Admission Registration Form, details such as address, mobile no., landline no., and e-mail address etc. must be entered carefully. Filling of asterik marked fields is mandatory. The application cannot be submitted unless the mandatory fields are filled. The University will use information given by the applicant to contact the applicant for any further communication. If Mobile no. or e-mail address is incorrect or belongs to someone else, the

candidate shall not be able to receive any communication from the University. The University in no way shall be responsible for any lapse occurring on account of incorrect information provided by the candidate.

- v). A message containing login credentials of the candidate shall be sent on candidate's mobile and e-mail address confirming registration for admission.
- vi). The candidate should select the appropriate program from the drop down menu of "Program Groups". Subsequently within the "Program Groups" the candidate will select the required Program from the drop down menu of "Program".
- vii). A Candidate must select relevant weightage (if applicable) as per eligibility & upload related document for verification.
- viii). Payment option will not be available without uploading photo, signature and left thumb impression, alongwith other documents in the required size and format.
- ix). The candidate can apply for additional Programs through the "Add Program" button from the applying page.
- x). Before making payment, a print/view of unpaid fee application form may be taken to check & confirm all the details filled in. No changes will be permissible once the fee has been paid.
- xi). The candidate is required to select the Program of his/her choice and pay fee by clicking on "Make Payment" for the opted Program. The Candidate should ensure that the payment has been made timely. Applications without fee shall not be entertained and would be summarily rejected.
- xii). After fee confirmation, Login to account and click on "Download Application Form" option on the "Home" page to take a print of application form and retain it for record. If Fee is not confirmed within 2-3 days, please contact the University.
- xiii). Information about fee confirmation, application form etc. will be available on the candidate's login page itself.

For general information about admission/Prospectus: Landline No. 01262-2383343 or via E-mail: contact.cpas@mdu.ac.in (MDU-Centre for Professional & Allied Studies, Sector-40, Gurugram)

Note: Online Admission Enquiry No. 01262-293232 (From 9:30 am to 5:00 pm on all working days)
DETAILED STEPS/USER MANUAL FOR ONLINE APPLICATION FORM ARE AVAILABLE ON
<http://student.mdu.ac.in/>