

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

STUDENT HANDBOOK FOR SUPERNUMERARY SEATS

(Guidelines for filling application forms for
admission to Programs offered by
MDU-CPAS, Gurugram)

(NAAC Accredited A⁺ Grade)



MDU-CENTRE FOR PROFESSIONAL
AND ALLIED STUDIES, GURUGRAM

(A Satellite Centre of Maharshi Dayanand University, Rohtak)

 www.mdu.ac.in





Maharshi Dayanand University, Rohtak, named after the great social reformer, Maharshi Dayanand Saraswati is committed to promote inter-disciplinary higher education and research. Maharshi Dayanand Saraswati, the founder of the Arya Samaj, was one of the great social reformers of India. He was born in 1825 in Tankara, Gujarat. With an Indigenous orientation, he wanted to bring a new social, religious, economic and political order in India. Taking inspiration from the Vedas, he criticized evil practices like idolatry, caste system, untouchability, child marriage and gender inequality. He founded the Arya Samaj with the aim to promote noble ideas, which are universally true to humanity. Swami Dayanand ji vigorously advocated that all men and women have right to education and study Vedas. He always advocated truth and knowledge as enshrined in the following principles of Arya Samaj:

- One should always be prepared to accept truth and reject falsehood.*
- One should always promote knowledge and dispel ignorance.*

True to the ideals of great social reformer, Maharshi Dayanand University, Rohtak, has continuously and consistently strived to inculcate the character building, dissemination of knowledge and dispel ignorance among its students through proactive teaching-learning and research.

CHARTER OF GRADUATE ATTRIBUTES

Maharshi Dayanand University, Rohtak aspires to be a leading “transformative learning community” recognized worldwide for excellence in teaching, research and service. It aims to be a catalyst for intellectual, social, cultural and economic development. Vision of “transformative learning community” will be achieved by accumulating corresponding graduate attributes.

Graduate attributes engage knowledge, skills, competencies, and character traits of students which an institution aims to develop in its students. These attributes are fizzle to employability skills and program learning outcomes that will consequently enhance their contribution to their profession as well as to the society.

University has developed a **charter** of graduate attributes that guides its all academic and co-curricular activities for accomplishment of vision, mission and core values of the University.

Personal	Intellectual	Professional	Social & Cultural
Physical and Emotional Well Being	Domain Knowledge	Profession Specific Skills and Competence	Positive outlook towards diversity
Behavioral Skills	Problem Solving Capabilities	Commitment and Integrity	Societal Engagement
Communication Skills	Creativity and Innovativeness	Entrepreneurial Skills and Capabilities	Commitment towards Environment
Team Spirit and Leadership	Analytical Competence	Global Perspective	Global Citizenship

MODEL FRAMEWORK FOR DEVELOPING GRADUATE ATTRIBUTES

Personal	Intellectual	Professional	Social & Cultural
Yoga and Meditation	Inculcation of Conceptual Skills	Add-on Skills and Value added Programmes	Diversity Amalgamation Initiatives
Soft Skills Training	Self-Learning Activities	Addressing Professional Ethics & Etiquette Issues	Outreach Programmes
Cultural Activities	Participation in Group Discussions/ Workshops/ Seminars	Entrepreneurship Development Programmes	Volunteering for Social and Community Services
Team Building Activities	Dissertations/ Case Studies/ Industrial Visits /Field Activities/ Live Projects	Innovative Initiatives through Incubation Centre	Initiatives for Environment Sustainability & Accountability
Sports and other Outdoor Activities	ICT Skills	Career Counselling and Placement Activities	Initiatives for Global Peace, Harmony and Understanding
Students participation in Academic, Co-Curricular and Student Centered Activities	Outcome Based Learning	Live and Simulated Projects for Global Understanding	Promoting Cultural Heritage



CONTENTS

	VICE-CHANCELLOR'S MESSAGE	ii
	OFFICERS OF THE UNIVERSITY	1
SECTION I	KEY DATES FOR ADMISSION PROCESS	2
SECTION II	SUPERNUMERARY SEATS	5
SECTION III	PROGRAMS OFFERED, DURATION AND ELIGIBILITY	9
SECTION IV	PROGRAM-WISE SEAT MATRIX.....	11
SECTION V	INSTRUCTIONS FOR CANDIDATES.....	11
	PART – A HOW TO APPLY FOR ADMISSION TO VARIOUS PROGRAMS	12
	PART – B INSTRUCTIONS FOR FILLING ONLINE FORM FOR ADMISSION.....	13
	FREQUENTLY ASKED QUESTIONS.....	15
SECTION VI	CRITERIA FOR PREPARING MERIT LIST	16
	ACADEMIC CALENDAR FOR ODD SEMESTER 2020-21	17





(NAAC Accredited A⁺ Grade)



MESSAGE



Prof. Rajbir Singh
Vice-Chancellor

A very warm welcome to all!

Maharshi Dayanand University Rohtak is one of the oldest and premier Higher Education Institution in Haryana, recently awarded 76th rank in the University category in the NIRF Rankings, 2020 released by Ministry of Human Resource Development (MHRD), Govt. of India.

The NAAC accredited A+ grade University has an impressive array of 38 University Teaching Departments (UTDs) under 12 Faculties, and one satellite centre—MDU Centre for Professional & Allied Studies, Gurugram. Besides, the University has a research institute and several Honorary Chairs to conduct research on socially relevant themes.

With sprawling verdant campus and inspiring buildings, the University provides state-of-the-art infrastructure and student support services for a vibrant learning and symbiotic experience. Its landscape is dotted with an uber modern Tagore Auditorium, spacious and well stocked IT-enabled Vivekananda Library, Faculty Development Centre, Students' Activity Centre, Yajna Shaala, Faculty Club, etc. Central Instrumentation Laboratory (CIL) is the new facility established on campus. Modern hostel facilities ensure a comfortable stay for students of the University on the campus, including a separate hostel for international students. The University has community-service approach providing opportunities to students hailing from rural background, girl students, and students from marginalized sections of the society.

A substantive move towards digitalization of different academic and administrative spheres including e-linked delivery, revamped program/course designs, diploma and certificate courses as value additions, strengthening of mentor-mentee concept, capacity building of research scholars and young faculty, introduction of digital education etc. are some of the new initiatives being taken up on priority. This assumes significance especially in view of current challenges of our times including crippling pandemics and other world uncertainties.

The University also has a rich legacy of alumni across the globe bringing laurels to the University. These include a galaxy of sports persons representing India at Olympics, Commonwealth and Asian Games, and winning prestigious awards like Arjuna, Bhim and Dronacharya etc.

Maharshi Dayanand University provides a unique educational ecosystem that carefully nurtures the culture of innovation and ideas to bring about a qualitative change in our society. With a focus on holistic development, the University promotes curiosity, creativity, critique, and character in its students. I invite you to be a part of academically fulfilling, intellectually stimulating, culturally vibrant and immersive milieu of the University with strong industry and alumni support.

My best wishes to all the students seeking admission to this premier Institution of Higher Education.



R. Singh
(RAJBIR SINGH)

OFFICERS OF THE UNIVERSITY

Hon'ble Chancellor
Sh. Satyadeo Narain Arya
Governor, Haryana

Designation and Name	Telephones (O)
Vice-Chancellor Prof. Rajbir Singh	274327 292431 274710 (C. Off.) Fax: 274133
Dean, Academic Affairs Prof. Nina Singh	262208
Registrar Prof. Gulshan Lal Taneja	274640 293052
Finance Officer Sh. Mukesh Bhatt	293070
Controller of Examinations Dr. B.S. Sindhu	274169
Dean, Faculty of Law & Management Prof. Raj Kumar	9416210236

DETAILS OF DIRECTOR & ACADEMIC IN-CHARGES OF MDU-CPAS

Director Prof. Santosh Nandal	0124-2383343
Academic In-Charge (Law) Dr. G.S. Chauhan	9811346171
Academic In-Charge (Management) Dr. Pratibha Bhardwaj	9891768574

BACK TO TOP

SECTION - I

KEY DATES FOR ADMISSION PROCESS

a) Five year Integrated/Honours Programs in the MDU-CPAS

Schedule	Date
Opening date of registration	15.07.2020
Last date for submission of online application form	07.08.2020
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 18.08.2020)	14.08.2020
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 23.08.2020)	21.08.2020
Online display of 3 rd 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 28.08.2020)	25.08.2020
Commencement of Classes*	01.09.2020

b) Post-Graduate Programs in the MDU-CPAS

Schedule	Date
Opening date of registration	24.07.2020
Last date for submission of online application form	14.08.2020
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 27.08.2020)	23.08.2020
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 01.09.2020)	30.08.2020
Online display of 3 rd 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 05.09.2020)	03.09.2020
Commencement of classes*	01.09.2020

*Online/On-campus classes schedule will be as per the instructions received from the State Government due to on-going COVID-19 pandemic.

[BACK TO SECTION](#)

[BACK TO TOP](#)

- A. There is a separate Prospectus available for admission to/for:
- i) University Teaching Departments/Institutes/Centres, MDU, Rohtak.
 - ii) MDU-CPAS, Gurugram.
 - iii) Foreign Students.
 - iv) Advanced Diploma/Diploma/Certificate courses.
- There is a separate Student Handbook available to help the students in filling application forms for admission to Programs offered by:
- i) University Teaching Departments/Institutes/Centres, MDU, Rohtak.
 - ii) MDU-CPAS, Gurugram.
 - iii) Supernumerary seats for MDU.
 - iv) Supernumerary seats for MDU-CPAS.
- B. The Admission and Counseling Schedule for Post-Graduate programs shall also be applicable for supernumerary seats in various University Teaching Departments/Institutes/Centers.
- C. Admission and Counseling Schedule for Advanced Diploma/Diploma/Certificate courses will be issued later on.

Note: The candidates must note the following points while seeking admission to programs offered in the MDU-CPAS

1. All relevant documents i.e., marksheet of qualifying examination, proof of age and documents in support of weightage claimed should be uploaded by the candidate along with application form. In absence of marksheet of the qualifying examination, the application of the candidate shall not be considered while preparing the merit list.
2. Incomplete/incorrect application form shall be rejected, summarily.
3. Provisional admission letter shall be available on the candidate's login.
4. The candidates must also upload the conversion formula for conversion of CGPA to percentage, wherever applicable. The candidates are required to fill up the percentage of marks secured in each examination using the formula as before, wherever applicable.
5. The candidate must upload on the website a scanned copy of each **original document** along with the application form while applying for admission to different programs.

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*.

List of Documents to be uploaded for admission to PG programs

1. Matriculation Certificate (as proof of age)
2. Senior Secondary Examination Certificate
3. Detailed Marks Card (DMC) of the qualifying examination (B.A./B.Sc./B.Com./B.B.A. etc.)
4. Character Certificate from the institute last attended
5. Certificate claiming weightages, Haryana resident certificate, if applicable
6. Undertaking regarding Gap Year, if applicable, as per format in Appendix-U
7. Documentary proof in support of respective Supernumerary category.

List of Documents to be attached for admission to 5 year Integrated/Honours programs

1. Matriculation Certificate (as proof of age)
2. Senior Secondary Examination Certificate
3. Character Certificate from the institute last attended
4. Certificate claiming weightages, Haryana resident certificate, if applicable
5. Undertaking regarding Gap Year, if applicable, as per format in Appendix-U
6. Documentary proof in support of respective Supernumerary category.

The provisionally admitted candidate will be required to submit the above mentioned original documents along with two sets of photocopies, anti-ragging affidavit (candidates & parents) on or before 30.09.2020 in the department for further processing by the University, failing which the admission shall stand cancelled automatically.

SECTION - II

SUPERNUMERARY SEATS

Separate application form as per schedule notified by the University and mentioned in the prospectus will have to be filled for admission under Supernumerary Seats. **There is no provision for Supernumerary Seats in Programs approved by regulatory bodies (BCI/PCI/AICTE/NCTE).** In addition to the sanctioned seats, supernumerary seats for the following categories will be as under:

For Kashmiri Migrants & Kashmiri Pandit/Kashmiri Hindu Families (Non-migrant living in Kashmir valley):

In light of the directions, received from Department of Higher Education, MHRD, vide letter No. 3-4/2017-NER dated 15.10.2019, it has been decided to allow the following concessions to the wards of Kashmiri Migrants as well as Kashmiri Pandit/Kashmiri Hindu Families (Non-migrant living in Kashmir valley) for admission to various programs offered in the University Teaching Departments

- Relaxation in cut-off percentage upto 10%, subject to minimum eligibility requirement.
- Increase in intake upto 5% program wise.
- Waving off domicile requirement of Kashmiri migrants only Kashmiri Pandit/Kashmiri Hindu Families (Non-migrant living in Kashmir valley need domicile requirement.

For Sports

One seat in each program where the strength is 30 or above but less than 60 and 2 seats where the strength is 60 and above have been earmarked for outstanding sportspersons over and above the sanctioned intake, subject to the fulfillment of other conditions, the admissions against seats will be made according to the following criteria in order of preference:-

- i) Category A-I:
 - a) The candidate should have won 1st/ 2nd/3rd positions in Olympic Games, World Championship, World Cup, World University Games, Davis Cup, Wimbledon Championship, U.S. French and Australian Open Tennis Championships, Thomas Cup, Uber Cup, and all England Badminton Tournament.
 - b) Participation in the above mentioned tournaments.
- ii) Category A-II:
 - a) 1st/ 2nd/ 3rd position in Champions Trophy, Commonwealth Games, Commonwealth Championships, Asian Games, Asian Championships, Asian Cup, World International Athletic Permit Meet and SAF Games.
 - (b) Participation in the tournaments mentioned in A-II point.

- iii) Category B:
 - a) 1st /2nd/3rd position in AIU Tournaments/National Games/National Championships/ Federation Cup organized by National Sports Federations recognized by the Govt. of India.
 - b) Participation in the games mentioned in B category.
 - iv) Category C:
 - 1st /2nd /3rd position in Zonal Inter-University Tournaments/Zonal National Tournaments/representation of AIU team.
 - v) Only those games which are recognized and adopted by the Inter-University Sports Board of India and approved by AIU will be considered for determining admission against sports seats. List of games approved by AIU is available at Appendix-D.
 - vi) The candidates should be eligible for Inter-University Tournaments during the year of admission.
 - vii) There should be continuity of participation of applicant at various levels including Inter- University Tournaments and his performance should not be more than one year old.
 - viii) The candidate better in sports will be admitted as per merit decided by the Admission Committee of the concerned Department/College. In case of any dispute in this regard, the decision of the committee comprising the following shall be final:-
 - a) Dean of the concerned Faculty.
 - b) Director(Sports) / Deputy Director (Sports)
 - c) Head, Department of Physical Education
 - d) Concerned Head of the Department
- Note: To complete the quorum, presence of atleast one person from b) & c) given above is mandatory in the meeting.
- ix) In case of tie in sports merit, the candidate better in academic merit shall be given preference.
 - x) It will be mandatory for the admitted students to participate in sports activities of his/her Dept/University.
 - xi) The age of the student should not exceed 28 years.
 - xii) The sports certificates and photographs of the player must be attested by the Secretary of the concerned Federation.
 - xiii) The candidate must possess gradation certificate (other than University Tournaments) from the Sports Department of his/her state, on the basis of his/her representation/position at National/Inter-national/Zonal/State level tournaments in the games recognized by AIU from time to time.

In case of admission to 4-Year/5-Year integrated/5-Year Honours/6-Year Programs, where eligibility is 10+2, following shall be the conditions:

- a) The Candidates should fulfill the minimum eligibility conditions prescribed in the Admission Brochure/Ordinances.
- b) I/II/III position/participation at the School National Tournaments.
- c) I/II/III position/participation at the School National Games and Sports.
- d) I/II/III position holder at the State level Tournaments.
- e) The candidate better in sports will be admitted as per, merit decided by the Committee of on the College level should be formed by the concerned Principal of the College and merit for admission against Sports Quota Seats should be decided at the College level.
- f) In case of tie in sports merit, the candidate better in academic merit must be given preference.
- g) The age of the student should not exceed to 23 years.
- h) It will be mandatory for the admitted students to participate in the sports activities of his/her Department/College/ Institution and should have consistently participated in the sports activities.

For Cultural Activities

One supernumerary seat in each program in University Teaching Departments has been earmarked to promote cultural activities subject to the fulfillment of the following conditions:

- i) Any position in the National Youth Festival organized by the Association of Indian Universities, New Delhi.
- ii) First position holder in the North Zone Inter University Youth Festival organized by the Association of Indian Universities.
- iii) The age of the student should not exceed 23 years.
- iv) It will be mandatory for the admitted students to participate in the cultural activities of his/her Department/University and should have consistently participated in the youth festivals.
- v) The maximum age limit to participate in the Youth Festival of MDU and Association of Indian Universities is 25 years. So when a student takes admission in any Department with an age of 23 years can participate for next two years as per rules.

Foreign Students

There is provision of having 15% additional supernumerary seats for foreign candidates, out of which 1/3rd seats have been earmarked for the children of Indian workers in the Gulf countries and Southeast Asia. These seats will not be filled, if such foreign candidates are not available. There will be separate Prospectus for Foreign Students.

BACK TO SECTION

BACK TO TOP

Non-Resident Indian

Ten per cent seats over and above the existing sanctioned intake are meant for actual NRI candidates and their children or wards in all programs. The following category of students are considered to be Non-Resident Indian for taking admission in MDU, Rohtak:

1. Actual NRI
2. At least one of the parents of such students should be an NRI and shall ordinarily be residing abroad as an NRI.
3. NRI sponsoring a student for admission should be a first degree relation of the student and should be ordinarily residing abroad as an NRI. First degree relation would include real brother and sister over and above the mother-father.
4. If the student has no partents or near relatives, or taken as a ward by some other nearest relative such students also may be considered for admission provided the guardian has bonafide treated the student as a ward and such guardian shall file an affidavit indicating the interest shown in the affiars of the students and also his relationship with the student and such person also should be an NRI, and ordinarily residing abroad.

Following will be covered under this category:

- i) Real brother and sister of father i.e. real uncle and real aunt.
- ii) Real brother and sister of mother i.e. real maternal uncle and maternal aunt.
- iii) Father and mother of father i.e. grand father and grand mother.
- iv) Father and mother of mother i.e. maternal grand father and maternal grand mother.

Admission against seats reserved for NRI candidates will be made in the above manner in order of priority. The following documents will be required for admission against these seats:

- i) Original Certificate/Mark Sheet of qualifying examination.
- ii) Attested copies of Passport and Visa of the applicant/parent.
- iii) Foreign Bank Account No. or NRI Account No. of the applicant/parent.
- iv) Declaration regarding Non-Resident Indian status of the applicant/parent. (Appendix-F).

Once a candidate is admitted to a program as an NRI candidate, he/she will remain in this category for the full duration of the program. The decision of the University regarding status of foreign/NRI candidate will be final.

Defence Personnel

Supernumerary seats are reserved for Defence Personnel deputed by Director General Military Training, New Delhi. Meeting of all the Deans of Faculties is to be convened as per decision of the Admission Committee for supernumerary seats for the persons sponsored by Centre/State Govt.

Single Girl Child

One supernumerary seat for single girl child has been earmarked over and above the sanctioned seats for admission to various PG Programs (excluding M.Phil/Ph.D) being run in the University Teaching Departments and MDU-CPAS, Gurugram.

MDU Employee ward

One supernumerary seat for wards of M.D. University, Rohtak employees has been earmarked over and above the sanctioned seats for admission to various PG Programs (excluding M.Phil/Ph.D) being run in the University Teaching Departments and MDUCPAS, Gurugram.

Centre and State Govt. Nominated/Sponsored Personnel

One supernumerary seat for Centre and State Govt. nominated/sponsored personnel has been earmarked over and above the sanctioned seats for admission to various PG programs (excluding M.Phil/Ph.D) being run in the University Teaching Departments and MDU-CPAS, Gurugram.

Admission against the supernumerary seats shall be made on the basis of marks in the qualifying examination. However, they are required to apply on separate application form to the concerned Department/Institute by the date notified by the University. Application forms for admission against the supernumerary seats received after due date shall not be considered. However, if any of the candidate wants to seek admission against General Category quota, he/she shall be required to submit separate application form by due date. Eligibility conditions will be the same as applicable to the General Category candidates.

Note : Admission to these programs against the supernumerary seats shall be made by the Admission Committee of the concerned Department as per given schedule.

SECTION - III

PROGRAMS OFFERED, DURATION AND ELIGIBILITY

Mode of Admission: Academic Merit

Sr. No.	Name of the Program	Minimum Duration (Years)	Eligibility
1	MBA	2	Bachelors/Post Graduate Degree in any discipline with at least 50% marks in aggregate of any examination recognized by M.D. University, Rohtak as equivalent thereto.
2	MBA 5-Year Integrated	5	Senior Secondary Examination (10+2) with at least 50% marks in aggregate from Board of School Education Haryana, Bhiwani or any other examination recognized by M.D. University, Rohtak as equivalent thereto.
3	LL.M (Shift 1)	2	L.LB (Professional) with atleast 50% marks in aggregate or any other examination recognized by M.D. University Rohtak as equivalent thereto.
4	LL.M (Shift 2)	2	L.LB (Professional) with atleast 50% marks in aggregate or any other examination recognized by M.D. University Rohtak as equivalent thereto.

BACK TO TOP

SECTION - IV

PROGRAM-WISE SEAT MATRIX FOR SUPERNUMERARY SEATS

Name of Program	Sports	Cultural Activities	NRI	Defence Personnel	Single Girl Child	MDU Employees Wards	Centre/ State Govt. sponsored personnel	Kashmiri Migrants & Kashmiri Pandit/Kashmiri Hindu Families (Non-migrant living in Kashmir valley)
MBA (Gen.)	2	1	18	10	1	1	1	9
MBA 5-year Integrated	2	-	6	-	1	1	1	3
LLM	Shift 1	1	1	3	1	1	1	2
	Shift 2	1	1	3	-	1	1	2

BACK TO TOP

SECTION - V

INSTRUCTIONS FOR CANDIDATES

PART – A HOW TO APPLY FOR ADMISSION TO VARIOUS PROGRAMS

1. The candidates are advised to read the Prospectus carefully before filling the online Application Form.
2. The processing charges for the application form for admission are Rs.1000/-.
3. A Candidate may apply for admission to as many programs as he/she wants. Separate application form for admission to each additional program shall be required to be filled after paying Rs. 200/- per program.
4. The candidates must also upload the conversion formula for conversion of CGPA to percentage wherever applicable. The candidates are required to fill up the percentage of marks secured in each examination using the said formula.
5. The scanned copy of certificates/testimonials of all the examinations passed by the candidate from Matriculation onwards/other documents including certificates for claiming reservation, weightage, if any, and latest Character Certificate should be uploaded while filling online application form.
6. The Candidates are advised to download the submitted form and take a printout to rule out any discrepancy. He/She may request any amendments through email to reg.admission@mdu.ac.in on or before the last date of submission of application. However, no change will be allowed in the following fields:

- | | | |
|--------------------------------|-------------------|--------------------|
| i) Candidate's Name | ii) Father's Name | iii) Mother's Name |
| iv) Date of Birth | v) Category | vi) Program |
| vii) Supernumerary seat/Quota. | | |

BACK TO SECTION

BACK TO TOP

PART – B 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, e-mail 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

[BACK TO SECTION](#)

[BACK TO TOP](#)

- 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. 01262-293233 (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/>

BACK TO SECTION

BACK TO TOP

FREQUENTLY ASKED QUESTIONS

1. **What are various Programs offered by MDU?**

Ans: The complete list of programs offered by MDU is given in the prospectus.

2. **Are the Programs offered by MDU recognized?**

Ans: Yes, MDU is a State University established under Haryana Act No.XXV of 1975 ('A+' Grade University Accredited by NAAC)

3. **What are the minimum requirements for applying to a particular Program in MDU?**

Ans: Eligibility conditions differ from program to program. For detailed information, please see prospectus.

4. **Can I apply for admission to a program in MDU before the declaration of result of the qualifying exam?**

Ans: No, as the admissions are being offered on the basis of academic merit, final result of qualifying exam is mandatory.

5. **What is the total approximate expenditure for a selected Program?**

Ans: For details of program fee, please check the prospectus.

6. **Do I need to come down to MDU campus/admission office to receive/submit the application form and counseling?**

Ans: No, there is no need for you to come down to MDU Campus/Admission Office to receive/submit the application form and attending counseling as the mode of submission of application form and counseling is an online process.

7. **Where can I get the prospectus and application forms?**

Ans: Soft copy of Prospectus is available on MDU website-
<http://mdu.ac.in/->Admissions->Prospectus>
<http://mdu.ac.in/->Admissions->> Online Admissions 2020-21

8. **Can I apply for more than one program?**

Ans: Yes, you can apply for as many program by paying add-on fee for each program applied for.

9. **Do I need to pay the admission/tuition fee at the time of counseling/admission?**

Ans: Yes, the fee is to be paid online as per the given schedule.

10. **Is there any facility for payment of fees in installments?**

Ans: There is no provision for payment of fee in installments/parts. Check the prospectus for fee details.

11. **Is there a capitation fee?**

Ans: No, the candidates need to pay only the fees mentioned in the prospectus.

12. **Is there any agent/franchise that can help me in getting admission to MDU?**

Ans: No, we do not have any agents/ franchise for admissions. You can ask questions from the helpdesk - **Admission/Online Admission Enquiry No. 01262-293233 (From 9:00 am to 5:00 pm on all working days)**

13. **Is Sexual Harassment Committee available in the University?**

Ans: Yes, the committee is available at Department and Central level. List of members is available on the university website.

[BACK TO SECTION](#)

[BACK TO TOP](#)

SECTION - VI

CRITERIA FOR PREPARING MERIT LIST

Important Note:

1. While preparing the merit list, marks in fractions will not be rounded off.
2. The weightages are not applicable to programs approved by PCI (Pharmacy Council of India)/ AICTE (All India Council for Technical Education).
3. The merit list shall be prepared on the basis of the Academic Merit (percentage of marks in qualifying examination) and following Weightage(s) subject to maximum of 10 marks (if any) will be admissible only if the supporting document(s) has/have been issued on or before the last date for submission of online application form:

Sr. No.	Weightages	Marks														
a)	Candidates who have passed qualifying exam from any of the State Universities in the State of Haryana except candidates to be admitted against All India Quota.	5														
b)	NCC 'C'/ 'G' Part-II Certificate, and Scouts and Guides decorated with the President's Award.	5														
c)	Certificate of Merit for Youth Red Cross/NSS/MFLP awarded by the University/State Govt.	5														
d)	Securing 1 st position at University Inter-Zonal/Inter-University North-Zonal/National/State/Inter-State Youth Festivals in either individual or group items.	5														
e)	NCC 'B' Certificate	3														
f)	Passing Matric and /or 10+2 examinations as regular student from Govt. /Govt. aided Schools situated in rural area of Haryana except candidates to be admitted against All India Quota. (Subject to production of certificate as per Annexure-G.)	5														
g)	Donating blood atleast five times for social cause in a Govt./Govt. approved Blood Bank. (Candidates claiming blood donation weightage must submit certificate issued by the Red Cross Society/Official Blood Bank)	5														
h)	Candidates having passed Hons. Program in the subject and seeking admission to concerned PG Program	5														
i)	10 marks shall be given to the candidates who have passed graduation with Statistics as a main subject and weightage of 5 marks shall be given to the candidates who have passed graduation with Mathematics as a main subject for admission to M.Sc. (Statistics)	10/5														
j)	<p>Weightage to the sports candidates will be given on the following graded scale:</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>A-1</td> <td>5</td> </tr> <tr> <td>A-2</td> <td>4</td> </tr> <tr> <td>B-1</td> <td>3</td> </tr> <tr> <td>C-1</td> <td>2.5</td> </tr> <tr> <td>C-2</td> <td>2</td> </tr> <tr> <td>D</td> <td>0</td> </tr> </tbody> </table> <p>Candidates claiming sports weightage must submit certificate issued by the Director of Sport of the State concerned including grade. Certificate from any other Authority will not be considered.</p>	Grade	Weightage	A-1	5	A-2	4	B-1	3	C-1	2.5	C-2	2	D	0	
Grade	Weightage															
A-1	5															
A-2	4															
B-1	3															
C-1	2.5															
C-2	2															
D	0															

BACK TO TOP

ACADEMIC CALENDAR FOR ODD SEMESTER 2020-21

FOR UNDERGRADUATE/POSTGRADUATE PROGRAMS

i. Admission Process for fresh students of 5 Year Integrated Honors Programs	From 15.07.2020 onwards
ii. Admission Process for fresh students of PG Programs	From 24.07.2020 onwards
iii. Admission Process for existing students of 5-Year Integrated/Hons. and PG Programs	From 16.07.2020 onwards
iv. Intermediate semester Admission schedule	From 16.07.2020 to 31.07.2020
v. Commencement of Classes for other than first year/semester students	(Online classes will be held from 01.08.2020 to 31.08.2020 and thereafter On-campus*)
vi. Commencement of Classes for Fresh batch (First Semester/Year)	From 01.09.2020 (On-campus Classes*)
Conduct of Examinations	From 01.01.2021 to 25.01.2021
Commencement of Classes for Even Semester	From 27.01.2021 onwards

*Online/On-campus classes schedule will be as per the instructions received from the State Government due to on-going COVID-19 pandemic.

Note:

1. If the number of teaching days falls less than 180 days (90 days in each semester) in the academic session 2020-21 due to some unforeseen reasons, it would be the responsibility of each Department/ Institute/College to make, good the loss by arranging extra classes.
2. The State Universities are authorized to make minor changes/adjustment according to their local condition at their own level, keeping in view the condition of minimum 90 teaching days in each semester.

BACK TO TOP



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Maharshi Dayanand University
Delhi Road, Rohtak, Haryana as
Accredited
with CGPA of 3.44 on seven point scale
at A⁺ grade
valid up to March 27, 2024*



Date : March 28, 2019

S. C. Chandra

Director

(NAAC Accredited A+ Grade)

IMPORTANT INFORMATION



- 1▷ Processing charges for online application form for admission
 - Rs.1000/- for General Category
 - Rs.250/- for SC/BC candidates of Haryana only
- 2▷ The admission fee is to be paid online through Debit Card/Net Banking only.
- 3▷ The Prospectus can be downloaded from the University website: www.mdu.ac.in
- 4▷ The candidates are required to go through the Students Handbook available online before filling the Online Application Form for admission to various programs.

Programs	Opening Date of Online Application	Closing Date of Online Application
Five Year Integrated/Honors	15.07.2020	07.08.2020
Post Graduate	24.07.2020	14.08.2020

HELPDESK

For Online Registration/ Technical help:

☎ 01262-293233
✉ reg.admission@mdu.ac.in

DDE Building, Near Gate No. 1, MDU, Rohtak
(For technical assistance)

For general information about Admission/Prospectus
☎ 0124-2383343

✉ contact.cpas@mdu.ac.in
(MDU Centre For Professional & Allied Studies, Sector 40, Gurugram)

