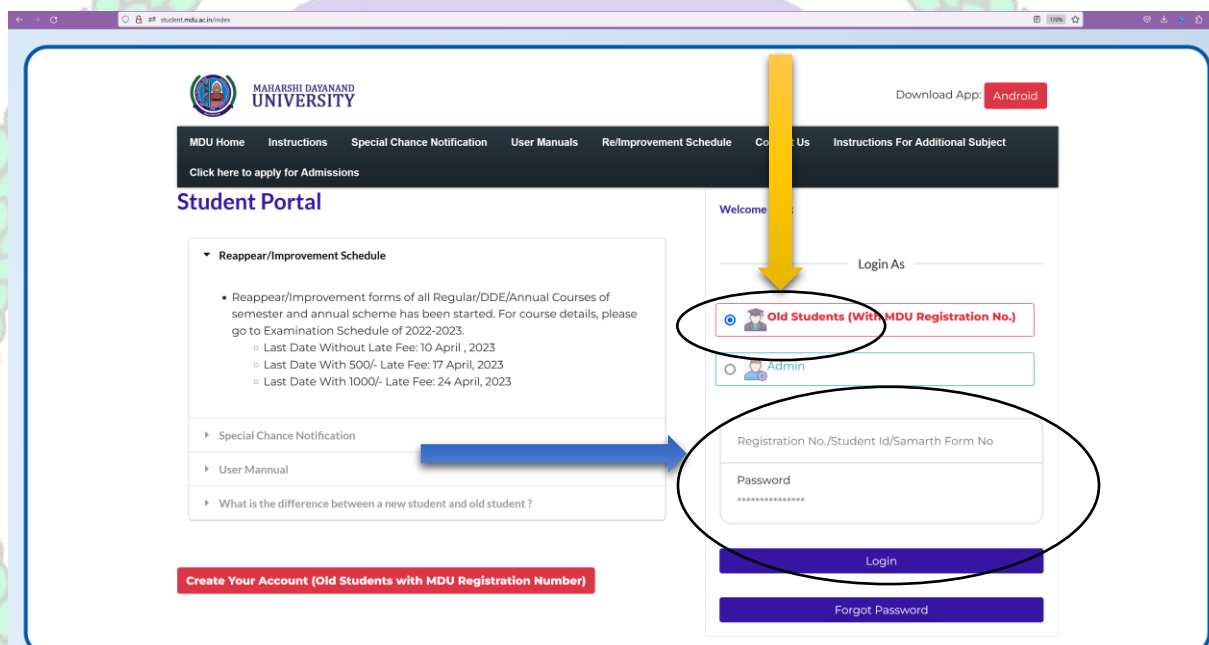


USER MANUAL

APPLY FOR HOSTEL ADMISSION **Research Scholars (Ph.D.) Only**

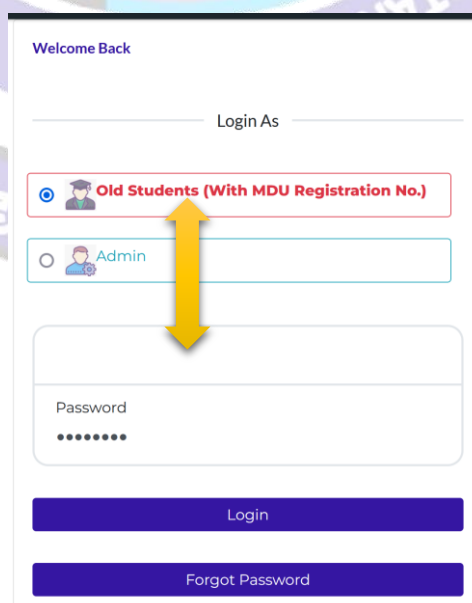
Steps for enrollment of students on Student Portal & apply for hostel application form.

1. Open Student Portal student.mdu.ac.in



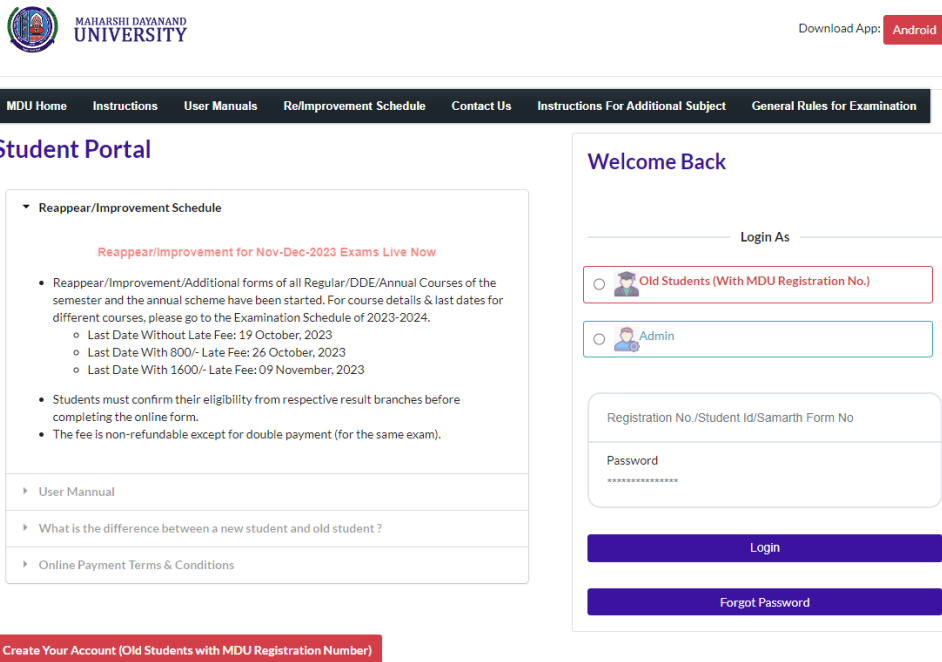
The screenshot shows the Student Portal login page. The page header includes the MDU logo and navigation links. A yellow arrow points to the 'Old Students (With MDU Registration No.)' radio button, which is circled in red. A blue arrow points to the 'Registration No./Student Id/Samarth Form No' input field, which is circled in black. Below the input fields are 'Login' and 'Forgot Password' buttons. A red button at the bottom left says 'Create Your Account (Old Students with MDU Registration Number)'.

2. After Opening Student Portal then Enter your Registration No. and Password for Login :



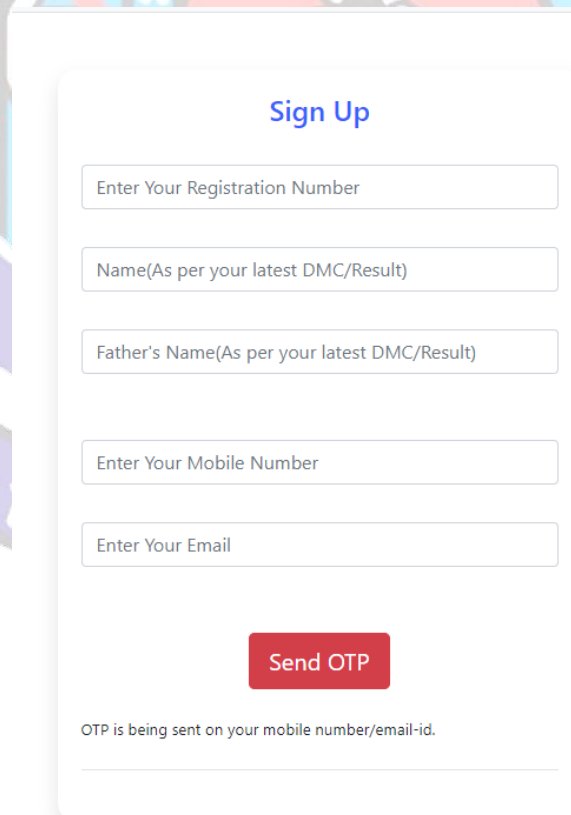
This is a close-up of the login form. A yellow arrow points to the 'Old Students (With MDU Registration No.)' radio button, which is circled in red. Below it is the 'Admin' radio button. The 'Password' field is visible with masked characters. At the bottom are 'Login' and 'Forgot Password' buttons.

3. If You're not registered on the student portal then : 3.1 First Create Your Account



The screenshot shows the MDU Student Portal interface. At the top left is the MDU logo and name. At the top right is a 'Download App: Android' button. Below the header is a navigation menu with links: MDU Home, Instructions, User Manuals, Re/Improvement Schedule, Contact Us, Instructions For Additional Subject, and General Rules for Examination. The main content area is titled 'Student Portal' and contains a 'Welcome Back' section with a 'Login As' dropdown menu. The dropdown menu has two options: 'Old Students (With MDU Registration No.)' and 'Admin'. Below the dropdown is a text input field for 'Registration No./Student Id/Samarth Form No' and a password field. There are 'Login' and 'Forgot Password' buttons. To the left of the login panel is a 'Reappear/Improvement Schedule' section with a list of exam dates and a 'Create Your Account (Old Students with MDU Registration Number)' button.

4. Fill up your information and then click on the Send OTP Button then fill your OTP and Fill your Mobile No. and email ID then Login through the Login Panel



The screenshot shows a 'Sign Up' form with the following fields and a button:

- Enter Your Registration Number
- Name(As per your latest DMC/Result)
- Father's Name(As per your latest DMC/Result)
- Enter Your Mobile Number
- Enter Your Email
- Send OTP

Below the form, it says: OTP is being sent on your mobile number/email-id.

5. 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.

My Account

- Personal Information
- Address
- Biometric
- Social
- Education Details

Refresh Menu

PERSONAL DETAIL STATUS

Please complete your registration process by filling your Personal, Biometric, Address and Social Details. Only then you can proceed further.

#	Status	View/Edit/Insert
Personal Information	Completed	Click here
Address	Completed	Click here
Biometric	InComplete	Click here
Social	InComplete	Click here
Education Details	InComplete	Click here

COURSE DETAILS

Please check your details available with us. If any issue - For DDE students email at supdtug.dde@mdurohtak.ac.in (For Under Graduate Programs) supdtpg.dde@mdurohtak.ac.in (For Post Graduate Programs) and for Regular students e-mail at reg.admission@mdu.ac.in .

Course Name	Course Code	Sem/ Year	Session	Fee Type	Category Name	College Name	Fee Status
M.Com (Hons) 5- Year Integrated	775	1	July-2023	RR	General Fee	Dept. of Commerce	<input checked="" type="checkbox"/>

6. 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.
7. After completing the address details hit the update and save button for the next step.

Address Details

Permanent Address Section

Email

ramkala1108@gmail.com

Mobile

7597247701

Address

VPO-GUGODH TEH-KOSLI DISTT-REWARI

State

HARYANA

District

REWARI

Pincode

123302

Click on checkbox if your correnpondance address is same as permanent address

Correspondance Address Section

Mobile

7597247701

Address

VPO-GUGODH TEH-KOSLI DISTT-REWARI

State

HARYANA

District

REWARI

Pincode

123302

Update and save

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8. 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

9. 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 *

Religion *
Domicile/Resident
Annual Income*
Marital Status*
Area Resident Type*
Identity *
Social Category (Not applicable for Seat Allotment Reservation Category) *

Save and Continue

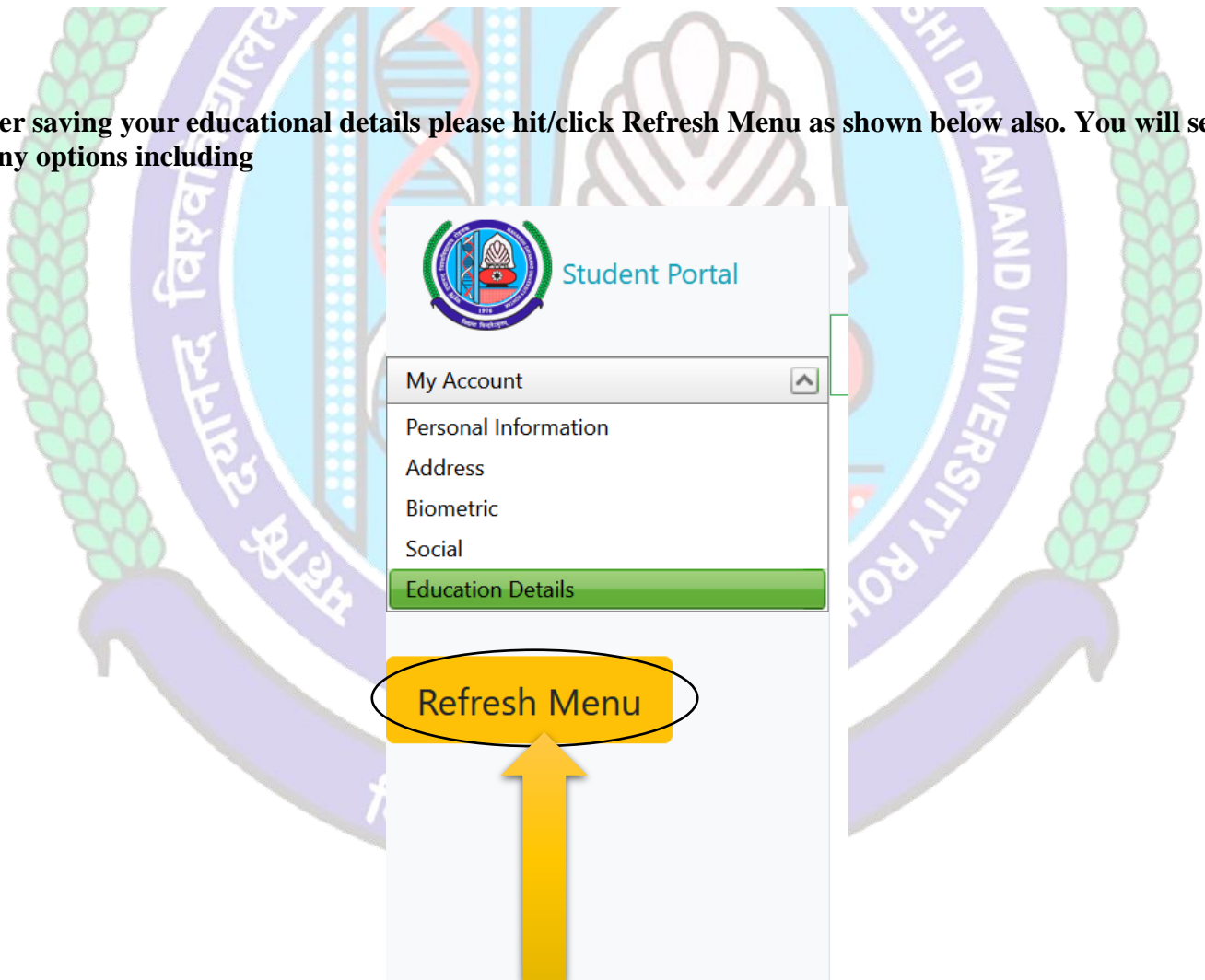
10. Please fill in all educational details starting from 10th/Matric to educational details till you own.

(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



11. After Refreshing Menu you will be able to see option for applying hostel “[Application form for Existing Ph.D Scholars](#)” as highlighted below also

The screenshot shows the Student Portal interface. In the left sidebar, the 'Application Form for Existing Ph.D Scholars' option is highlighted with a green box and a green arrow. The main content area displays the 'PERSONAL DETAIL STATUS' section, which includes a table of personal information with the following data:

#	Status	View/Edit/Insert
Personal Information	Completed	Click here
Address	Completed	Click here
Biometric	Completed	Click here
Social	Completed	Click here
Education Details	Completed	Click here

Below this is the 'COURSE DETAILS' section, which includes a table of course information. The table is currently empty, displaying 'No data to display'.

After that “[Form for Registration of Existing Ph.D. Scholars of UTD's](#)” will be opened

Then you can fill in these all information steps:

- 11.1 Select Institute
- 11.2 Select Course
- 11.3 Select Reservation/Fee Category 1
- 11.4 Select Reservation/Fee Category 2 (If APPLICABLE)
- 11.5 Research Title
- 11.6 Date of Enrolment (DD-MM-YYYY)
- 11.7 Upload Date of Enrolment Proof
- 11.8 Date of Registration (DD-MM-YYYY)
- 11.9 Upload Date of Registration Proof (Size should be between 200KB to 800KB)
- 11.10 Supervisor Name
- 11.11 Supervisor Contact No.
- 11.12 Fee Receipt No.
- 11.13 Fee Receipt (DD-MM-YYYY)
- 11.14 Mention the Amount you have paid
- 11.15 Upload Fee Payment (Receipt) Proof (Size should be between 200KB to 800KB)
- 11.16 Upload Fellowship Award Letter (Size should be between 200KB to 800KB)
- 11.17 Upload Joining/Continuation letter (Size should be between 200KB to 800KB)
- 11.18 Additional Information (If You have any info)

After filling in these details click on Submit Details button.

Form for Registration of Existing Ph.D Scholars of UTD's

--Select Institute--

--Select Course--

Select Reservation/Fee Category 1

Select Reservation/Fee Category 2

Research Title

Date of Enrollment

dd-mm-yyyy

Upload Date of Enrollment Proof* (size should be between 200KB and 800KB)

Choose File No file chosen

Upload Date of Enrollment Proof

Date of Registration

dd-mm-yyyy

Upload Date of Registration Proof* (size should be between 200KB and 800KB)

Choose File No file chosen

Upload date of Registration Proof

Supervisor Name

Supervisor Contact No.

Fee Receipt No.

Fee Receipt Date

dd-mm-yyyy

Mention the Amount you have paid

Upload Fee Payment Proof* (size should be between 200KB and 800KB)

Choose File No file chosen

Upload Fee Payment Proof

Fellowship/Scholarship Type

Upload Fellowship Award letter* (size should be between 200KB and 800KB)

Choose File No file chosen

Upload Fellowship/Scholarship Proof

Upload Joining/Continuation letter* (size should be between 200KB and 800KB)

Choose File No file chosen

Upload Joining/Continuation letter

Additional Information (If any)

Submit Details

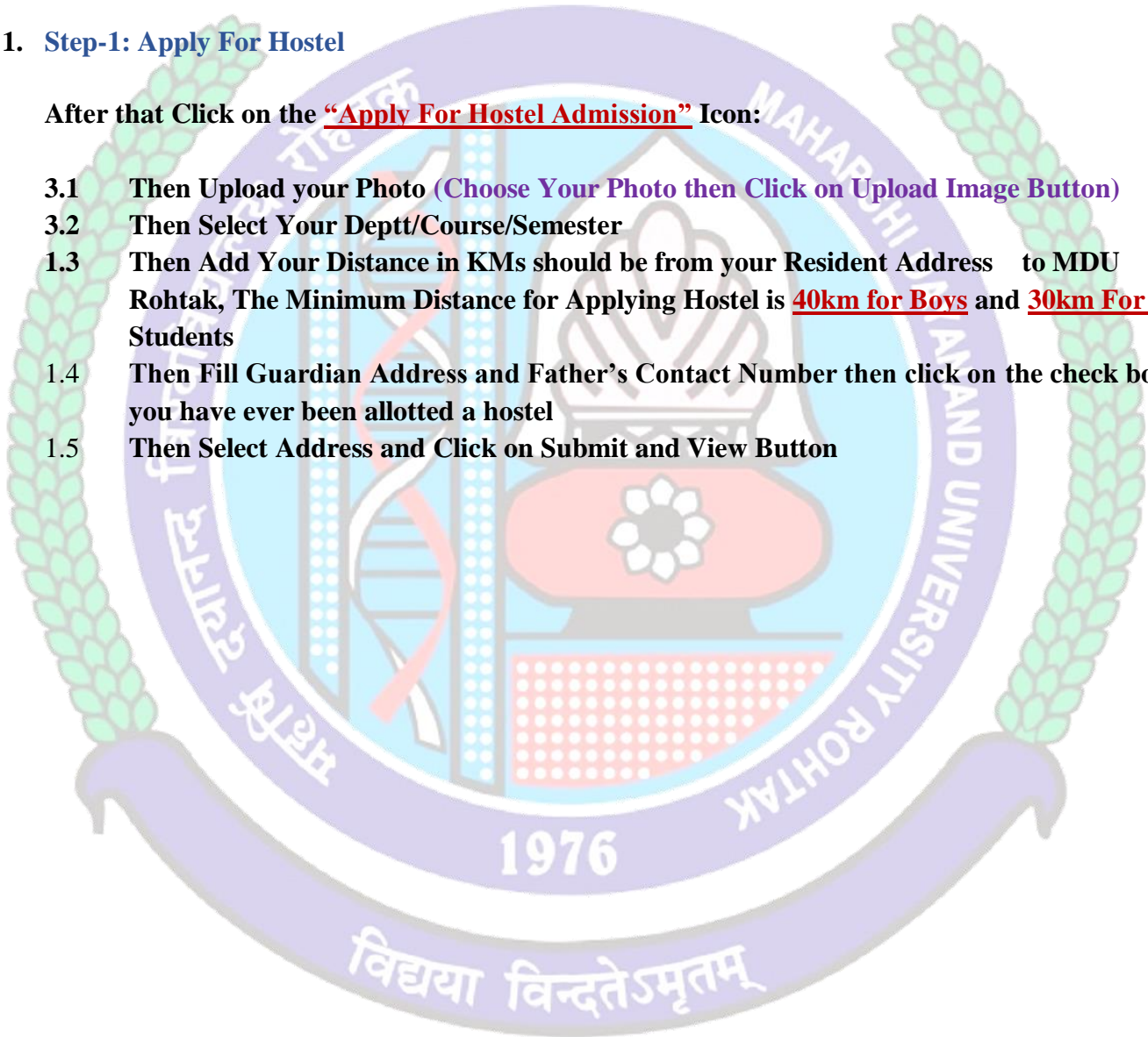
Click Apply for Hostel and follow the steps mentioned below also.



1. Step-1: Apply For Hostel

After that Click on the **“Apply For Hostel Admission”** Icon:

- 3.1 Then Upload your Photo (Choose Your Photo then Click on Upload Image Button)
- 3.2 Then Select Your Deptt/Course/Semester
- 1.3 Then Add Your Distance in KMs should be from your Resident Address to MDU Rohtak, The Minimum Distance for Applying Hostel is **40km for Boys** and **30km For Girls** Students
- 1.4 Then Fill Guardian Address and Father’s Contact Number then click on the check box if you have ever been allotted a hostel
- 1.5 Then Select Address and Click on Submit and View Button



student.mdu.ac.in/Regular/ApplyHostel

MDU PORTAL

My Account

Apply For Hostel Admission

Examinations

Wi-Fi Section

Pay Balance Fee (if Any)

Intermediate Fee Payment

Apply for Career Counselling & Placements

Study Material

Booked Subject Details

For Currently Pursuing Students

Get All Payment Receipts

Refresh Menu

Image file has been uploaded successfully

Hostel Accomodation Application Form for Students of MDU UTD

Step-1: Apply For Hostel Step-2: Guardian Detail (Mandatory for Girls) Step-3:Pay Fees for Apply of Hostel

Upload Your Photo* (size should be between 30KB and 100KB)

Choose File No file chosen Upload Image

Deptt. of English & Foreign Languages

M.A. (ENGLISH)

Semester/Year : 3

60

Sector 14 Rohtak

9876543210

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

Demo

Select Address:*

V.P.O. [redacted], HARYANA, 124112

Additional Information (if any)

Submit and View

2. Step 2: Guardian Detail (Mandatory For Girls)

Then Fill Your Guardians Details Section

4.1 Name of Guardian /Relation/Contact No. /Email

4.2 Upload Guardian Image

4.2.1 Choose Image File then Click on Upload Image Button

4.3 Select and upload scanned identity proof (with address / Upload Both Side of ID proof photo)*

4.4 Then Click on the **Submit** Button

4.5 Then Check “List of Guardian Details uploaded by you”

Refresh Menu

Guardian Details Section

Identity Proof file has been uploaded successfully

Name of Guardian

AKSHAY

Relation with Guardian

FATHER

Guardian contact number

9876543210

Guardian contact email

Enter Guardian Email (optional)

Upload Guardian Image* (size should be between 30KB and 100KB)

Choose File No file chosen

Upload Image



Select and upload scanned identity proof (with address)*(size should be between 50KB and 120KB)

Aadhar Card

Choose File No file chosen

Upload Selected Identity



Choose file | No file chosen

Upload Selected Identity

Additional Information (If any)

Submit

List of guardian details uploaded by you

Enter text to search...

Drag a column header here to group by that column

Guardian Name	Relation	Mobile	Email
Hemant	Brother	9876543210	
AKSHAY	FATHER	9876543210	



3. Step-3: Pay Fee For Apply Hostel

Then Click on Pay Fee for Apply Hostel

5.1 Then Click on **Pay Fees** Button

My Account

Apply For Hostel Admission

Examinations

Wi-Fi Section

Pay Balance Fee (if Any)

Intermediate Fee Payment

Apply for Career Counselling & Placements

Study Material

Booked Subject Details

For Currently Pursuing Students

Get All Payment Receipts

Refresh Menu

Hostel Accomodataion Application Form for Students of MDU UTD

Step-1: Apply For Hostel Step-2: Guardian Detail (Mandatory for Girls) **Step-3: Pay Fees for Apply of Hostel**

Print Application Form will only be available after payment of fees

Department	Program Name	Semester	Fee Category	Guardian Address	Father Contact Number	Fee Status	Proceed To Pay Fee	Print Application Form
Deptt. of English & Foreign Languages	M.A. (ENGLISH)	3	General Fee	sector 14	9876543206	UnPaid	Pay Fees	

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Online Users: 87

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4. Then Click on Undertaking CheckBox and Click on **Confirm and proceed to make payment** button to pay fee

My Account

Apply For Hostel Admission

Examinations

Wi-Fi Section

Pay Balance Fee (if Any)

Intermediate Fee Payment

Apply for Career Counselling & Placements

Study Material

Booked Subject Details

For Currently Pursuing Students

Get All Payment Receipts

Payment Details

Fee: ₹ 100

Total Fees: ₹100

Undertaking/Declaration:

I certify that I have not done any other PG/ M.Phil course from M.D. University.

I solemnly declare that the particulars given above are correct to the best of my knowledge and belief and that I will, on admission, abide by the rules and regulations of the hostel and not indulge in any undesirable activity. I hold myself responsible for prompt payment of fee and all other dues. I know fully well that any infringement of Hostel Rules will

make me liable of Fine of Rs. 5000/- or any action deemed fit by the authorities.

Confirm and proceed to make payment

Kindly read the Criteria before Applying, Applicant shall be responsible for any kind of non-fulfilment of eligibility and the fee will not be refunded to such students.

For Further Enquiry visit [M.D. Dayanand University, Rohtak.](#)

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5. Then Do yur Payment **through Internet Bankng / CreditCard or Debit Card / Freecharge and NEFT and RTGS**

AXIS BANK | EASYPAY

AXIS BANK MD University Rohtak

Unique ID: H090085354 studentid: 85354

validity date: 7/13/2023 3:08:14 PM Amount: 100

URN : 141860657
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :
I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an

Payment Options

INTERNET BANKING CREDITCARD/DEBITCARD FREECHARGE NEFT/RTGS

Visa/Master

- Helpline to fill up the Hostel Admission form online (Technical Issues): Hostel Admission Support Email Id: hostel.admissions@mdurohtak.ac.in
- After Paying Fees Online, a **Printout** of the **Application Form** Generated through the System must be submitted concerned department.