

USER MANUAL

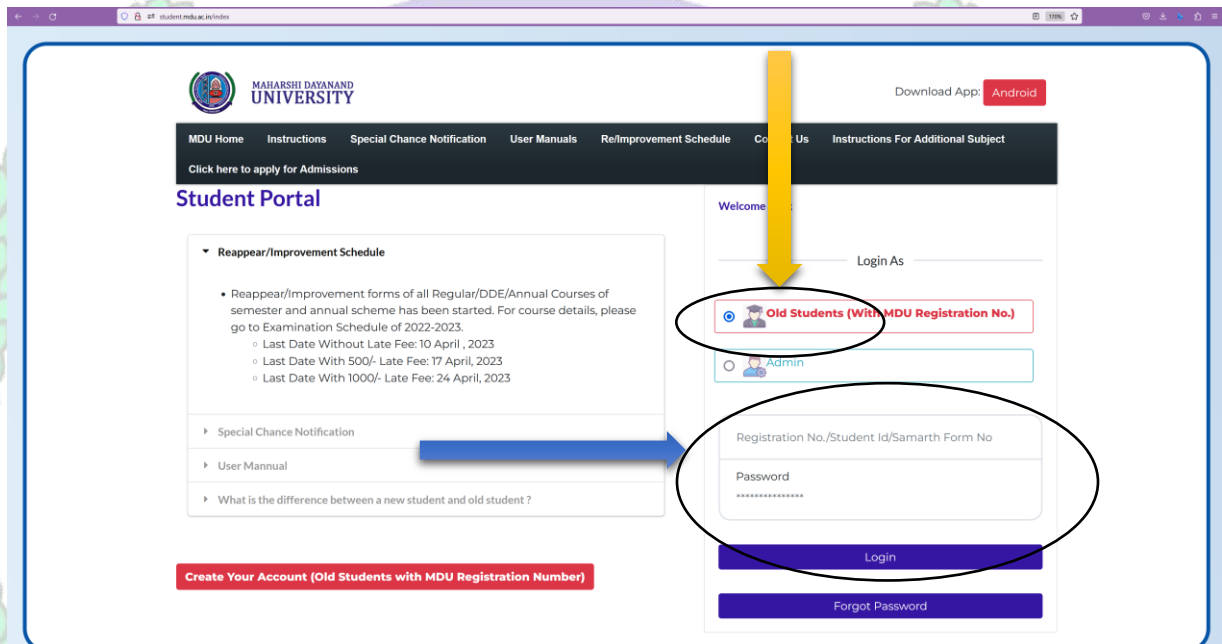
APPLY FOR HOSTEL SECURITY REFUND

For the session 2022-2023

(Boys Hostel Only)

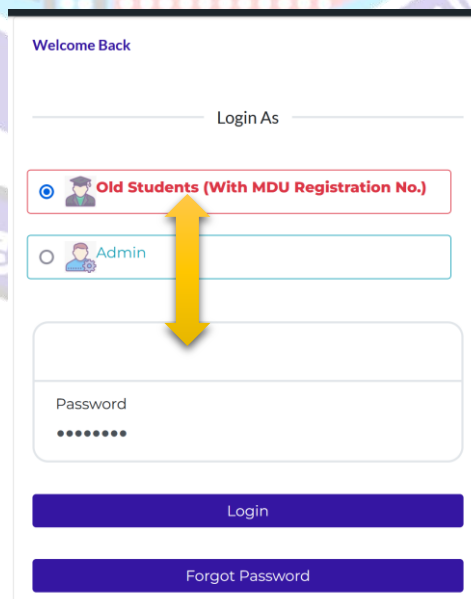
Steps for enrollment of students on Student Portal & apply for hostel application form.

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



The screenshot shows the Student Portal login page. The page header includes the Maharshi Dayanand University logo and navigation links. A yellow arrow points to the 'Old Students (With MDU Registration No.)' radio button. A blue arrow points to the 'User Manual' link in the navigation bar. A black oval highlights the registration number and password input fields, and another black oval highlights the 'Login' button.

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. The form includes a 'Login As' field, a radio button for 'Admin', a registration number field, a password field, and 'Login' and 'Forgot Password' buttons.

3. Then Click on Hostels ----- Hostel Security Refund then fill up your all details (All fields are Mandatory to fill)

Note : - Fill-up your 2022-2023 session Hostel Name and Room No Details.

The screenshot shows the Student Portal interface. On the left is a navigation menu with options like My Account, Examinations, Pay Balance Fee, Intermediate Fee Payment, Get All Payment Receipts, Application Form for Existing Ph.D, Scholars, Hostels, Apply For Hostel Admission, Your Diets, and Hostel Security Refund. A green arrow points to the 'Hostel Security Refund' option. The main content area displays user information: (Registration No: 13NR5CR1500) User Id: 272 & Name: AKSHAY & Category: & Eligibility Status: Not Defined. A green banner states 'Only For Student who resided in Hostel During Session 2022-23'. A pink banner notes that digital payment banks are not entertained. Below this is a table with student details:

Stu Id	Registration Number	Student Name	Father Name
272	13NR5CR1500	AKSHAY	RANBIR SINGH

The 'Hostel Security Refund' form contains the following fields:

- Session * (Dropdown: July-2022)
- Course: (Text)
- Semester: (Text)
- Department: (Text)
- Hostel Name * (Dropdown: KAILASHGIRI (BH-1))
- Room No. * (Dropdown: Room No.: 1)
- Bank Name * (Text)
- Bank Account No. * (Text)
- IFSC * (Text)
- Date And Reason For Leaving * (Text)
- Current Address * (Text)
- Save (Button)

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

The screenshot shows the MDU Student Portal. At the top left is the MDU logo and name. At the top right is a 'Download App: Android' button. Below the logo is a navigation bar 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'. On the left, there is a 'Reappear/Improvement Schedule' section with a sub-section 'Reappear/Improvement for Nov-Dec-2023 Exams Live Now' containing a list of exam details and dates. Below this are links for 'User Manual', 'What is the difference between a new student and old student?', and 'Online Payment Terms & Conditions'. On the right, there is a 'Welcome Back' section with a 'Login As' dropdown menu showing 'Old Students (With MDU Registration No.)' and 'Admin'. Below the dropdown are input fields for 'Registration No./Student Id/Samarth Form No.' and 'Password'. There are 'Login' and 'Forgot Password' buttons. At the bottom left, there is a red button that says 'Create Your Account (Old Students with MDU Registration Number)'.

5. 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 the 'Sign Up' form. It has a title 'Sign Up' in blue. Below the title are five input fields: 'Enter Your Registration Number', 'Name(As per your latest DMC/Result)', 'Father's Name(As per your latest DMC/Result)', 'Enter Your Mobile Number', and 'Enter Your Email'. Below the input fields is a red button labeled 'Send OTP'. At the bottom, there is a message: 'OTP is being sent on your mobile number/email-id.' and a horizontal line for the user to enter their OTP.

6. 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.

(Your Registration No. is not generated yet!) User Id: 729465 & Name: SANKET & Category: & Eligibility Status: Not Defined

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 suptug.dde@mdurohatak.ac.in (For Under Graduate Programs) suptpg.dde@mdurohatak.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	Deptt. of Commerce	<input checked="" type="checkbox"/>

7. 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.
8. 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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9. 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)

No file selected.

Upload your signature* (size should be between 10KB and 100KB)

No file selected.

Upload your left thumb impression* (size should be between 30KB and 100KB)

No file selected.

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

No file selected.

10. 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 *

Nationality

Religion *

Select Religion

Domicile/Resident

Select Domicile

Annual Income*

Select Annual Income

Marital Status*

Select Marital Status

Area Resident Type*

Select Area Type

Identity *

Voter Card

Social Category (Not applicable for Seat Allotment Reservation Category) *

Select Category

Save and Continue

11. 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



12. After Then Click on Hostels ----- Hostel Security Refund then fill up your all details (All fields are Mandatory to fill)

Note: - Fill-up your 2022-2023 session Hostel Name and Room No Details.

The screenshot shows the Student Portal interface. On the left is a navigation menu with options like My Account, Examinations, Pay Balance Fee, etc. The main content area displays the user's profile information: (Registration No: 13NRSCR1500) User Id: 272 & Name: AKSHAY & Category: & Eligibility Status: Not Defined. A green banner states "Only For Student who resided in Hostel During Session 2022-23". Below this, a pink banner reads "No Digital payment banks will be entertained for example Paytm Payments Bank, Airtel Payments Bank etc. and the refund will be made only in the bank account of the student." A table lists student details:

Stu Id	Registration Number	Student Name	Father Name
272	13NRSCR1500	AKSHAY	RANBIR SINGH

The "Hostel Security Refund" form contains the following fields:

- Session * (Dropdown: July-2022)
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- Room No. * (Dropdown: Room No.: 1)
- Bank Name * (Text)
- Bank Account No. * (Text)
- IFSC * (Text)
- Date And Reason For Leaving * (Text)
- Current Address * (Text)
- Save (Button)

At the bottom, the footer includes "Maharshi Dayanand University 'A+' Grade University Accredited by NAAC" and "Online Users: 10". A watermark with the motto "विद्यया विन्दतेऽमृतम्" is visible at the bottom of the page.

➤ **Helpline for Technical Issues: Hostel Security Refund Email Id: hostelsupport@mdurohtak.ac.in**