



No. AC-1/F-Pros./2023/19921  
Dated: 02/09/2023

To

The Director, University Computer Center  
M.D. University,  
Rohtak

**Subject: Admission Schedule and Important Instruction for admission to 4-Year Integrated Teacher Education Program (ITEP) for the session 2023-24..**

Sir,

Please find enclosed herewith the Admission Schedule and Important Instructions (Annexure 'X' pages 1 to 5) for admission to 4-Year Integrated Teacher Education Program (ITEP) for the session 2023-24, which may be displayed on the University website for information of all concerned.

You are further requested to display the Admission Schedule on the home page of the University website.

Encl: As above

Yours faithfully,

  
Assistant Registrar (Academic)  
for Registrar

Endst. No. AC-1/2023/F-Adm./19922-25 Dated: 02/09/2023

Copy of the above is forwarded to the OSD/PA to Vice-Chancellor/Dean Academic Affairs/Dean Colleges Development Council/Registrar (for kind information of the Vice-Chancellor/ DAA/ DCDC/ Registrar), M.D.University, Rohtak.

  
Assistant Registrar(Academic)

**SCHEDULE FOR ADMISSION TO 4-YEAR INTEGRATED TEACHER EDUCATION PROGRAM (ITEP), SECONDARY STAGE (B.A. B.ED. AND B. COM. B.ED.) BEING RUN IN THE DEPARTMENT OF EDUCATION M.D. UNIVERSITY ROHTAK. THE MERIT LIST WILL BE PREPARED BY THE DEPARTMENT OF EDUCATION ON THE BASIS OF SCORE CARD OF NCET 2023 ISSUED BY THE NTA.**

Sr. No.	Schedule	Date
1	Opening of portal for Online Registration and submission of Application	04.09.2023
2	Last Date for submission of Application	18.09.2023
3	Provisional Merit List	19.09.2023
4	Special provision for making correction in reservation category / quota, including uploading of supporting documents if any, on the admission portal <b><u>Request for any correction regarding the above be sent at the email id: <a href="mailto:formcorrection@mdurohtak.ac.in">formcorrection@mdurohtak.ac.in</a></u></b>	20.09.2023
5	Provisional 1 <sup>st</sup> Merit List (after corrections, if any)	21.09.2023
6	1 <sup>st</sup> Physical Counselling ( Fee submission upto 25.09.2023)	23.09.2023
7	Display of vacant seats	26.09.2023
8	2 <sup>nd</sup> Physical Counselling (Fee submission upto 29.09.2023)	28.09.2023
9	Display of vacant seats	30.09.2023
10	3 <sup>rd</sup> Physical Counselling (Fee submission upto 04.10.2023)	03.10.2023
11	Display of Vacant Seats if any for Physical counselling	05.10.2023
12	4 <sup>th</sup> Physical Counselling (Fee submission upto 07.10.2023 )	06.10.2023
13	Final cut off Date of Admission ( Fee submission upto 16.10.2023 )	15.10.2023
14	<b>Commencement of Classes</b>	27.09.2023

**NOTE:**

1. Candidate must check the breakup / availability of seats (Program-Wise as well as Category-Wise) as mentioned in the Prospectus.
2. Supporting documents, if any, related to correction(s) in reservation category may be uploaded upto 20.09.2023. For this special provision for correction, the candidate shall have to contact the Helpdesk in the DDE Building, created for the purpose either in person or through e-mail at [formcorrection@mdurohtak.ac.in](mailto:formcorrection@mdurohtak.ac.in) alongwith relevant supporting documents.
3. Documents in support of reservation category issued upto the date of counselling shall be acceptable.

4. No change will be allowed in the following fields after submission of application form:
  - i) Candidate's Name      ii) Father's Name      iii) Mother's Name
  - iv) Date of Birth      v) Program
5. Fees have to be submitted online through Debit Card/Net Banking only.
6. Candidate must submit admission fee receipt to the office of the Department of Education in person upto the last date of submission of fee in respective round of counseling.
7. **The merit will be prepared on the basis of marks obtained by the candidate in the NCET conducted by the NTA and seats will be allotted during physical counselling as per schedule.**
8. **Candidate shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria.**
9. Candidate shall report to the **Department of Education for Physical Counselling** as per the counseling schedule.
10. **For each round of counseling, a candidate has to report in the Department of Education at 9.00 am and mark attendance upto 11.00 am. The Counselling shall start at 11.00 am. However, Candidate reporting after 11.00 am may be considered for counselling as per the availability of seats at that time.**
11. Candidate must bring all original documents along with two sets of Self Attested Copies at the time of reporting in the Education Department.
12. Candidates are advised to visit the MDU website regularly for updates.
13. If the seats remain vacant after 3<sup>rd</sup> Counseling, the same shall be filled up from the candidates who have appeared in the NCET by NTA.

#### **IMPORTANT INSTRUCTIONS:**

1. All relevant documents i.e., marksheet of qualifying examination, proof of age, etc. should be uploaded by the candidate alongwith application form.
2. Incomplete/incorrect application form shall be summarily rejected.
3. The Candidate must also upload the proof of conversion formula from 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.
4. Candidate shall submit the NCET score card issued by NTA on the University Portal while submitting the application for admission.
5. Candidate shall also submit both the sides of the detailed marks card (DMCs)/ Marks Sheet on the University Portal while submitting the application for admission.

#### **Note:**

Candidate must upload all required scanned images/scanned copies in **.jpeg / .pdf** format. The scanned copy should be of **original document**.

**List of Original Documents to be uploaded (JPEG / PDF format only with size within 10 KB to 500 KB limit) with the application form:**

1. Matriculation Certificate (as proof of age)
2. Detailed Marks Card (DMC) of Senior Secondary Examination
3. Character Certificate from the Institute last attended
4. Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Prospectus.
5. Latest Income Certificate issued by the competent authority of the Haryana Govt. on or after 01.04.2023, wherever applicable.
6. Haryana Resident Certificate, if applicable.
7. Undertaking regarding Gap Year, if applicable, as per format in Appendix-U of the Prospectus 4-Year Integrated Teacher Education Program (ITEP).

**Note:**

1. **The counselling will be held in the Department of Education, M.D. University, Rohtak only.**
2. **Necessary documents uploaded on Admission Portal should be legible and all original documents must be brought by the candidate at the time of Physical Counselling.**

## INSTRUCTIONS FOR CANDIDATE

### PART – A

#### HOW TO APPLY FOR ADMISSION

1. Candidates are advised to read the Prospectus carefully before filling the online Application Form.
2. Processing charges for the application form for admission are Rs.1000/- for General Category Candidate and Rs. 250/- for SC/DSC/BC/Differently Abled Candidate (Haryana only). The SC/DSC/ST/BC/OBC Candidate belonging to the States other than Haryana will be treated as General Category Candidate.
3. **Weightage of any kind shall not be admissible.**
4. Candidate claiming the benefit of reservation shall submit the latest required certificate issued by the competent authority. Please refer to **Appendices “C to V” in the Prospectus** for instructions and formats of various certificates.
5. Candidates are advised to download the submitted form and take a printout of admission application form and upload documents to rule out any discrepancy. He/She may request any permissible changes through email to [reg.admission@mdu.ac.in](mailto:reg.admission@mdu.ac.in) on or before the last date of submission of application **upto 4.00 pm**. 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) Program
6. For claiming any benefit under various initiatives of the State Govt., the candidate should fill up the correct **Parivar Pahchan Patra** (PPP ID) issued by the State Govt. of Haryana, if any and also upload a copy of the same on the portal. The benefit shall however be subject to validation of PPP ID as per due procedure.

## **PART – B**

### **INSTRUCTIONS/GUIDELINES FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION**

1. Before filing up of online application, the candidate must read the **Prospectus & General Instructions, eligibility carefully** and then start the process of “**New Registration**”.
2. The candidate must carefully check and follow the steps/ procedure mentioned in the user manual available on the website/portal before filling the application form (<https://mdu.ac.in> and / or <https://mduadmission.samarth.edu.in> )
3. Pre-requisites for applying online:
  - For OTP verification & communication, the candidate must have an E-mail id and Mobile number.
  - Candidate must have scanned copy of Photograph and Signature (jpeg only), any Govt. approved Identity Proof with address details (Voter ID/Driving License etc.), Educational Qualifications (like Matriculation, Senior Secondary Examination etc.), Parivar Pehchan Patra (PPP ID) and other documents required in the form (jpeg/pdf).
4. candidate must upload all required scanned images/scanned copies only from the ***original document*** and not the *Photocopy, which must be readable. After uploading of documents the candidate must check/view and ensure that correct documents are uploaded as mentioned in the prospectus.*
5. Information about fee confirmation, application form etc. will be available on the candidate’s login page itself.
6. For admission grievances candidate should contact the Helpdesk.

#### **Helpdesk Contact Details (From 9:30 am to 5:00 pm on all working days)**

##### **For general information about admission/Prospectus:**

Ph. No. 01262-293114 or via E-mail: [academic.br@mdu.ac.in](mailto:academic.br@mdu.ac.in)  
(Academic Branch, University secretariat)

##### **Online Admission Technical Issues:**

Ph. No. 01262-293232 E-mail: [reg.admission@mdu.ac.in](mailto:reg.admission@mdu.ac.in)  
(Helpdesk, Ground Floor, DDE Building)