



# MAHARSHI DAYANAND UNIVERSITY

Rohtak-124001, Haryana (INDIA)

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

'A+' Grade University Accredited by NAAC

## USER MANUAL (For Fresh Students) APPLY FOR HOSTEL ADMISSION

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

1. All New students need to open website <https://student.mdu.ac.in>
2. Select Old Students (With MDU Registration No.)

The screenshot shows the Student Portal login interface. A yellow arrow points from the 'Old Students (With MDU Registration No.)' radio button to the 'Special Chance Notification' section. A blue arrow points from the 'Reappear/Improvement Schedule' link to the 'Registration No./Student Id/Samarth Form No' text box. A red arrow points from the 'Create Your Account (Old Students with MDU Registration Number)' button to the 'Login' button.

MAHARSHI DAYANAND UNIVERSITY

MDU Home Instructions User Manuals Re/Improvement Schedule Contact Us Instructions For Additional Subject General Rules for Examination

Student Portal

Special Chance Notification

- Special Chance portal for filling the online forms has been started.
  - Last Date is 5 July, 2024
  - Students are advised to read the special chance online form.
  - Students are advised to confirm their eligibility from respective result branches before filling the online form.
  - Fee paid is nonrefundable except in case of double payment (for same exam)/failed transaction.

Reappear/Improvement Schedule

User Manual

What is the difference between a new student and old student ?

Online Payment Terms & Conditions

Create Your Account (Old Students with MDU Registration Number)

Welcome Back

Login As

☐ Old Students (With MDU Registration No.)

☒ Admin

Registration No./Student Id/Samarth Form No

Password

\*\*\*\*\*

Login

Forgot Password

3. Enter Your **Samarth Form No** for e.g. MDU00XXXXX / **Registration No.** (Received from Your Concerned Department) in Text Box as Printed your application Print Form

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4. **Password** will be your date of Birth e.g. if the **Date of Birth** is 29<sup>th</sup> May 2001 then the password will be 20010529 (YYYYMMDD format).

Welcome Back

Login As

☒ Old Students (With MDU Registration No.)

☐ Admin

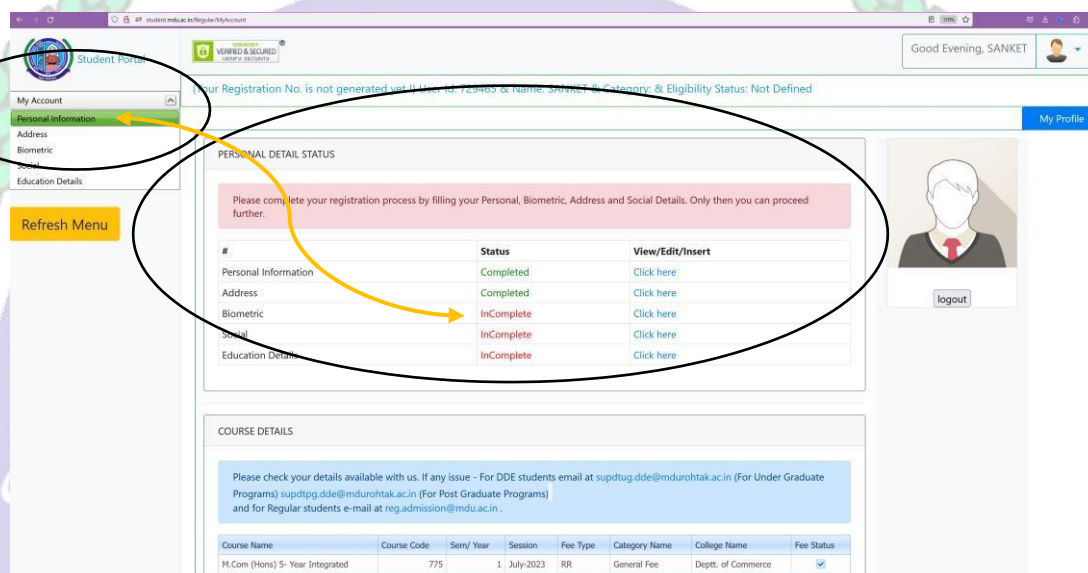
Registration No./Student Id/Samarth Form No

Password  
\*\*\*\*\*

Login

Forgot Password

5. And Click Login
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.



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

complicatedakshay@gmail.com

Mobile

9671747093

Address

VPO : NEOLA

State

HARYANA

District

JHAJJAR

Pincode

124109

☒ Click on checkbox if your correspondance address is same as permanent address

### Correspondance Address Section

Mobile

9671747093

Address

VPO : NEOLA

State

HARYANA

District

JHAJJAR

Pincode

124109

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)**

--Select type of identity--

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

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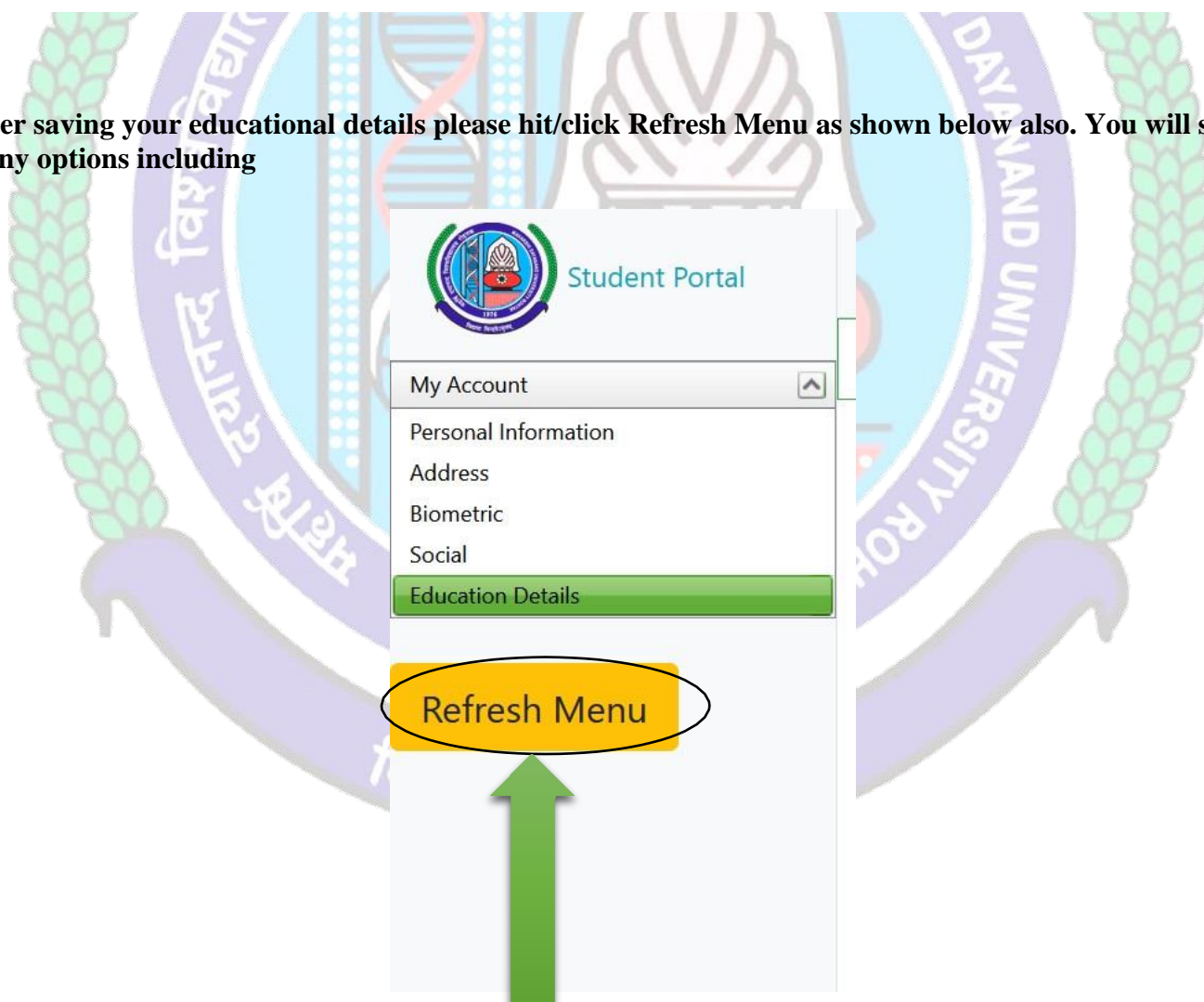
**11. Please fill in all educational details starting from 10/Matric to educational details till you own.**

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

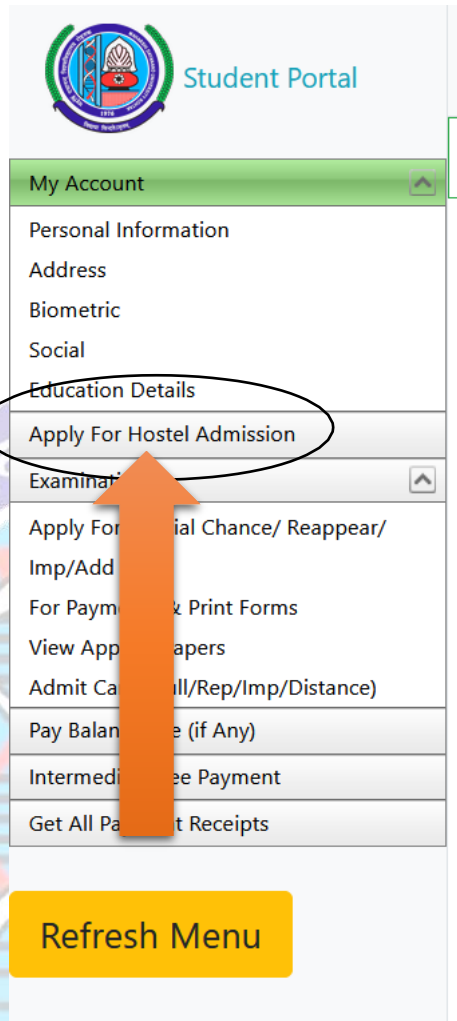
Please Enter your 10th AND 12th details only to proceed further, if already then please ignore this!

Add Qualification	Level	Board/Chiv.	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												

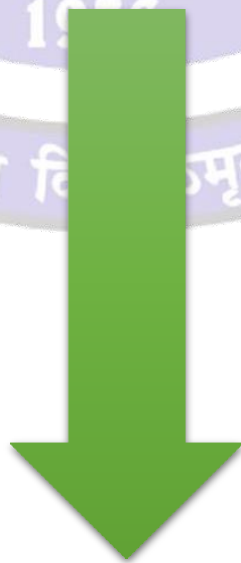
**After saving your educational details please hit/click Refresh Menu as shown below also. You will see many options including**



**After Refreshing Menu you will be able to see option for applying hostel application form as highlighted below also**



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



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## 1. Step-1: Apply For Hostel

After that Click on **"Apply For Hostel Admission"** Icon:

- 1.1 Then Upload your Photo (Choose Your Photo then Click on Upload Image Button)
- 1.2 Then Select Your Deptt/Course/Semester
- 1.3 Then Add Your Distance in KMs from your Resident Address to MDU Rohtak, Minimum Distance for Applying Hostel is **40 km for Boys** and **30 km 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

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

### Then Fill Your Guardians Details Section

#### 2.1 Name of Guardian /Relation/Contact No. /Email

#### 2.2 Upload Guardian Image

##### 2.2.1 Choose Image File then Click on Upload Image Button

#### 2.3 Select and upload scanned identity proof (with address / Upload Both Side of id proof photo)\*

#### 2.4 Then Click on Submit Button

#### 2.5 Then Check “List of Guardian Details uploaded by you”

For Currently Pursuing Students  
Get All Payment Receipts

Refresh Menu

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

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

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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	

Online Users: 87



### 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 Accomodataiaon 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	9876543208	UnPaid	Pay Fees	

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Online Users: 87

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

Refresh Menu

Payment Details

Fee: ₹ 110

Total Fees: ₹110

Undertaking/Declaration:

☐ 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.



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

**AXIS BANK | EASYPAY**

**MD University Rohtak**

Unique ID : H090085354 studentid : 85354

validity date : 7/11/2024 3:08:14 PM Amount : 110

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](mailto:hostel.admissions@mdurohtak.ac.in)