New and updated Guidelines

For Submission of Registration & Examination Forms DDE - IT & Management Programs, MDU - January 2011 Session



IMPORTANT MODIFICATIONS

- No Form and Fund Transfer Report is required from session 2011 onwards
- No Document is required to be submitted for Re-registration of Existing candidates (Only a proof of fee deposition)
- Online Printed Admission forms in duplicate, duly completed in all respects need to be submitted instead
 of Manual Forms or ICR sheets
- ▶ Fee needs to be deposited directly with Axis Bank through Pay order/Demand Drafts/Cash.
- Re-Appear examination forms and Fee have to be submitted online only
- ▶ A single Pay Order/DD /Cash can be deposited for all semesters of each course.

Please read the following instructions carefully before submitting the online admission forms and required listed documents for the session July 2011

For Existing Students

- Select the Re-registration link from the online panel and enter student's fee details
- Generate Fee Deposit Slip and deposit the Fee in the nearest Axis Bank. (kindly collect/deposit Pay Order payable at your nearest Axis Bank branch otherwise one has to come/travel to Rohtak Axis Bank unnecessarily to deposit the fee)
- Fee for Re-registration candidates shall not be collected at the University Counter and has to be deposited with your nearest Axis Bank branch or Axis Bank branch at Rohtak.

For New Registrations

- Select the New-registration link from the online panel and fill the displayed registration form(s) as per the required details. No column should be left blank.
- Enter and update student's fee details
- Generate Fee Deposit Slip and deposit the Fee with the nearest Axis Bank. (kindly collect/deposit Pay Order payable at your nearest Axis Bank branch otherwise one has to come/travel to Rohtak Axis Bank unnecessarily to deposit the fee)
- When the deposited fee is acknowledged / cleared by Axis Bank (before 72 hrs), the <u>PRINT ADMISSION FORM</u> link will allow you to take a print of "Online Admission Forms" to be submitted to the university.



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- Kindly take print of "Online Admission Forms" course wise from the portal. Attach photograph on each form and get student's signature on the printed admission form(s) and also put signature with stamp of the concerned Study Centre.
- Attach relevant documents along with First set of printed "Admission Forms" and submit the same, course wise, at the university e-Governance cell for online forms and checking of Eligibility. (this is BUNDLE-I)
- ▶ Submit second set of printed "Admission Forms" course wise at the university e-Governance cell for photograph and Signature scanning. (this is BUNDLE-II)

Note: Kindly paste student photograph and signature of student on the printed copy of admission form for admit card etc. You also upload student photograph at the time of filling up the form or paste a photograph on the online admission form.

- 1. In case of any queries please call MDU Information Centre at 1860-180-1810.
- 2. Always check web portal www.mdudde.net for keeping the system updated and notifications.
- 3. Always submit the forms in time to avoid late fee fine and other complications. For last dates do update yourself from www.mdudde.net

E-Governance Cell MDU-DDE, Rohtak



