ISC guidelines for submitting the admission and finance reports to MDU

All the study centers are requested to follow the below described guidelines for successfully submitting their admission and finance reports in the attached Excel sheet.

1. All the fields **(Sr. No., ISC Code, Prospectus No, Current Exam Roll No., Reg./Enrollment No., Program, Semester, Lateral Entry, Candidate Name, Father Name, Mother Name, Sex, Category, Sub-Category, Specialization, DD No.1, DD Date1, DD/CASH Amount1, DD Bank1, DD Branch1, DD No.2, DD Date2, DD/CASH Amount2, DD Bank2, DD Branch2)** described in the asking format are mandatory and should be filled in described format.

2. There are some fields with the predefined specified options, study centers has to choose the same suitable options as described below:

Field	**Options**
Program	BCA/BBA/MCA/MBA/MSC(CS)
Lateral Entry	YES/NO
Sex	M/F
Category	Gen/SC/ST/BC/OBC
Sub-Category	Gen/MDU Ward/Defence/PH
Specialisazation	Finance/HR Development/International Business Management/IT Management/ Marketing Management/Production and Operation management

3. In case of single DD entry for multiple students, only first entry out of those will consist of amount and bank details in the respective fields other payment details related fields will remain empty for next engaged entries. Example is given below:

DD_NO1 /Cash Receipt No	DD_DATE1 /Cash Receipt Date	DD/Cash Amount 1	DD_BANK 1	Branch1	DD_NO 2	DD_DATE 2	DD/Cash Amount2	DD_BANK 2	Branch 2
243454	27/01/10	42000	Axis Bank	Sec-18,Noida					
243454	27/01/11								
243454	27/01/12								
243454	27/01/13								

4. In case of Single cash entry for multiple students, only first entry out of those will consist of amount in the respective fields other payment details related fields will remain empty for next engaged entries. Example is given below:

DD_NO1 /Cash Receipt No	DD_DATE1 /Cash Receipt Date	DD/Cash Amount 1	DD_BANK 1	Branch1	DD_NO 2	DD_DATE 2	DD/Cash Amount2	DD_BANK 2	Branch 2
		42000							