

New Guidelines for Online Re-Registration for Existing Students – IT & Management DDE, MDU -July 2010 Session

Please read the following instructions carefully before submitting

- Form & Fund Transfer Report (FFTR)-DD/Cash/Pay-Order deposit slip
No other document or form is required for Re-registration students

Step 1

In Institute panel (after logging), kindly click on “Re-Registration” link. Select the Course and Semester and view list of students already registered as per session Jan 2010. Kindly **enter the Fee payment details** of the student who are Displayed in the list for Re-Registering. Once his Fee details are entered, you have thus successfully Re-registered the Student for session July 2010.

Step 2

When you are ready to deposit students fee i.e. Pay Order/DD/Cash to the University, click on “**Form & Form & Fund Transfer**” link. Kindly take PRINT OF “**Form & Fund Transfer Report (Pay Order/DD/Cash deposit slip)**” of these students Course and Semester wise, and arrange the DD/Pay Order sequentially as per the details in “Form & Fund Transfer Report” (DD/Pay Order deposit Slip)

The kindly submit “Pay-Orders/Cash” in the nearest Axis Bank or DDs in the University as follows:

- a) Pay-Order/Cash in the nearest Axis bank branch in your city and submit the stamped copy as proof or
- b) DDs payable at Rohtak in the University counter.

Fee Payment Modes:

Fee Deposit in Axis Bank: There are three options available to deposit fee in Axis Bank DDE, MDU account.

1. **Pay Order (PO):** This means local Payable DD. You may Make/collect students fee through “Pay Order” in favor of **“Finance Officer, M.D.University, Rohtak”** drawn/payable at your nearest Axis Bank branch location. You can deposit Pay Orders along with Form & Fund Transfer Slip to your Nearest Axis bank. For e.g., If you are located in Panipat you can make/deposit Pay Order drawn on Panipat if you have to deposit your fee in nearest Panipat Axis Bank branch. If there is no Axis Branch near your city then Payment mode of DD as mentioned in poin3 below should be exercised.
2. **Cash:** You may deposit cash into University’s account in the nearest Axis Bank branch along with the Online “Form & Fund Transfer Report”. Cash Deposit at university shall not be entertained at all.
3. **DD:** This means DD payable at Rohtak. You may deposit DD in favor of **“Finance Officer, M.D.University, Rohtak”** drawn/payable at Rohtak. For DDs drawn/payable at Rohtak, the same need to be deposited in DDE, MDU, Rohtak only. You can deposit DDs along with Form & Fund Transfer Slip to University Counter at DDE, MDU Rohtak. Rohtak.
4. **Forms with Less or Partial payment DDs shall not be accepted in any case whatsoever.**
5. Institutes can now submit more than one DD/Pay-Order as consolidated fee payment.
6. FFFTR id shall be of Nine Digits this time.

Points to Remember

1. Always mention your ISC Code at the back of Pay Order/DD if you are depositing DDs/Pay Orders.
2. Kindly make Pay Orders in favor of your nearest Axis Bank Branch to deposit in that particular branch. Your nearest Axis Bank will not accept Out station Instruments. For eg: Panipat branch of Axis Bank will not accept the DD drawn on Rohtak. In case of any queries please call MDU Information Centre at **1860-180-1810**.
3. Always check web portal www.mdudde.net for updates and notifications.

Final Document Required to be submitted at DDE, MDU Rohtak

- (a) Print of Course and Semester wise Online “**Form & Fund Transfer Report (Pay Order/DD/Cash Deposit Slip)**” with Axis bank Stamp on it to confirm/verify Pay Order/Cash deposit **OR**
- (b) Print of Course and Semester wise Online “**Form & Fund Transfer Report (Pay Order/DD/Cash Deposit Slip)**” with DDs payable at Rohtak arranged in sequence as per the list.

In case any student has not been there since last 2 semesters and is not displayed n re-registration List, then you can enter his details through Fresh Re-registration link. But Institute will have to submit ICR sheet for such students and enter ICR Number for such students Re-registration.