

## **New Guidelines for Registration & Form Submission for New Students – IT & Management** **DDE, MDU - July 2010 Session**

Please read the following instructions carefully before submitting 3 listed documents for the session July 2010 for New students

- Form & Fund Transfer report (FFTR) – Form deposit slip and DD/Cash Deposit Slip
- New students “Admission Forms
- New students “ICR sheets”

***All these have to be bundled separately and submitted together***

### **Step 1**

In Institute panel (after logging) kindly click on “New Registration” link and enter the basic details as asked in the form like Name of the Student, Father’s Name, Course, Semester, ICR Number (printed on New Computer ICR sheet), etc. Kindly enter the fee details of the student. You have thus successfully registered the Student for session Jan 2010. (Please ensure that you **fill the correct ICR sheet** No. for each student. ICR sheets are available in the prospectus and can also be collected free of cost from the DDE P.R.O. office at MDU, Rohtak)

### **Step 2**

When you are ready to deposit students fee i.e. Pay Order/DD/Cash to the University, click on “**Form & Fund Transfer**” link. Kindly **generate and take a print** of online “Form & Fund Transfer Report” of the “New Admission Students” for July 2010 Session. The online “**Form & Fund Transfer Report**” **shall be printed Course and Semester wise**. And it consists of

- “DD/Pay Order/Cash deposit Slips” (*for Fee deposit*) and
- “FORM deposit Slip” (*for ICR sheet and Admission form deposit*)

Kindly repeat Steps (1) to (3) for all courses and semesters for which you want to submit the payment and re-registration ICR sheets.

### **Step 3**

Kindly take print of **Form & Fund Transfer report (FFTR)** of these students and arrange the DD/Pay Order sequentially Course and Semester wise as per the details in **FFTR- (DD/Pay Order deposit Slip)**. You can now deposit **Pay Order/Cash** in your Nearest Axis Bank Branch and submit the stamped proof. However, **DDs payable at Rohtak** can only be deposited at DDE, MDU university counter only.

### **Step 4**

Kindly take filled **Admission forms** (not ICR) and arrange them in sequence as per the **FFTR - (Form deposit Slip)**, Course wise and semester wise.

### **Step 5**

Kindly take **ICR sheets** and arrange them in sequence as per the **FFTR (Form Deposit Slip)** Course wise and semester wise.

### **Step 7**

Now kindly submit in the University or nearest Document Verification counter the following:

- a) **Print of Online “Form & Fund Transfer Report (Pay Order/DD/Cash deposit slip)”** with Pay orders/Cash proof or DD.
- b) **Print of Online “Form & Fund Transfer Report (Form Deposit Slip)”** along with “New Admission forms and
- c) **Print of Online “Form & Fund Transfer Report (Form Deposit Slip)”** along New ICR Sheets”
- d) along with the “ORIGINAL or Copy of “documents as required (last qualifying examination marks sheet, certificates required in case of Defence personnel/University Wards, etc) in the nearest “Authorized Document Verification/Collection Point” or in the University at DDE, MDU, Rohtak.

*Original documents shall be returned to you and copy shall be retained by the university.*

### **Mode of Fee Payments:**

Fee Deposit in Axis Bank: There are three options available to deposit fee in Axis Bank.

1. **Pay Order (PO):** This means local Payable DD. You may Make/collect students PO in favour of “**Finance Officer, M.D. University, Rohtak**” drawn at your nearest Axis Bank branch location. 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. You

can deposit Pay Orders along with FFTR-Pay-Order deposit Slip to your Nearest Axis bank. If there is no Axis Branch near your city then Payment mode of DD as mentioned in point 3 below should be exercised.

2. **Cash:** You may deposit cash into University's account in the nearest Axis Bank branch along with the Online "FFTR-Csh deposit slip".
3. **DD:** This means DD payable at Rohtak. You may Make/collect students 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 FFTR-DD Deposit slip to University Counter at DDE, MDU 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. FFTR id shall be of Nine Digits this time.

#### **Important Instructions**

1. Always make "Online Registrations" and generate "Form & Fund Transfer Report (FFTR)" before submitting Documents in the University.
2. Use New ICR Computer Sheets Available in the prospectus or from University PRO at DDE Rohtak. Incomplete ICR Computer Sheets will not be accepted. *Old Computer sheets and Admit cards are not required from this session onwards.*
3. Always arrange the "Admission forms sequentially" Course and Semester wise as per the sequence and details in the "Form & Fund Transfer Report (FFTR)" before submitting in the University.
4. Always arrange the "ICR Sheets" Course and Semester wise as per the sequence and details in the "Form & Fund Transfer Report (FFTR)" before submitting in the University.
5. Pay Order/DDs have to be separately attached along with "Form & Fund Transfer Report (FFTR)", and not stapled with Admission Forms or ICR sheet as mentioned in step 6.
6. You can now also submit your Documents at the nearest "Document Verification/Collection Point" authorized by the University. This has been done for your convenience. For details of these locations kindly visit [www.mdudde.net](http://www.mdudde.net) after 15<sup>th</sup> September 2010.
7. Always mention your ISC Code at the back of Pay Order/DDs before submitting to bank or at DDE counter.
8. **Never club "New Registration forms and ICR sheets"**
9. **Never staple/attach or club Pay Order/DDs to Admission Forms and ICR Sheets with.** Both have to be submitted separately as mentioned in the "Form & Fund Transfer Report" and in step 6.
10. Kindly make **Pay Order** in favour 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.
11. In case of any queries please call MDU Information Centre at **1860-180-1810**.
12. Always check web portal [www.mdudde.net](http://www.mdudde.net) for updates and notifications.
13. Always submit the forms in time to avoid late fee fine. For last dates do update yourself from [www.mdudde.net](http://www.mdudde.net)

#### **Check List of Documents Required**

- (a) Print of Course and Semester wise Online "**FFTR-(Pay Order/DD/Cash Deposit Slip)**" **with** Axis bank Stamp on it to confirm/verify pay Order/cash deposits **or** with DDs payable at Rohtak arranged in sequence as per the list. For every Course and Semester this has to be separately submitted.
- (b) Print of Course and Semester wise "**FFTR-(Form Deposit Slip)**" **with** "Admission Form" arranged as per the sequence in the list. For every Course and Semester this has to be separately submitted.
- (c) Print of Course and Semester wise "**FFTR-(Form Deposit Slip)**" **with** "ICR Sheet" arranged as per the sequence in the list. For every Course and Semester this has to be separately submitted.
- (d) Original/ Copy of Marks Card of last qualifying Examination as required by the university.
- (e) Original/ Copy of Certificates for Defense Personnel, University Wards etc. for concessions, as required.

*Original Documents (as mentioned in point D & E above) can be taken back once the document verification is done DDE or at respective document verification counter to be opened by the University during September/October 2010.*