

مولانا آزاد نیشنل اردو یونیورسٹی  
Maulana Azad National Urdu University

# Maulana Azad National Urdu University

(A CENTRAL UNIVERSITY BY AN ACT OF PARLIAMENT)

(Accredited with 'A+' Grade by NAAC)



## Prospectus Winter Session January, 2022-23 Ph.D. Part Time Programme in Sponsored / Self-financing Mode



Access to Quality Education through Urdu Medium

7  
Schools  
of  
Studies

19  
Departments



NAAC "A+"  
Grade

71  
Programmes  
up to Ph.D.  
Level

11  
States  
Presence

Gachibowli, Hyderabad – 500 032

**Prospectus Ph.D. Part time Program in Sponsored / Self-financing Mode**

**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
(A Central University, Accredited 'A+' Grade by NAAC)

**Visitor**

Smt. Droupadi Murmu  
Hon'ble President of India

**Chancellor**

Shri Mumtaz Ali

**Vice-Chancellor**

Prof. Syed Ainul Hasan

**Deans of Schools**

- *Prof. Abdul Wahid*  
School of Technology
- *Prof. Aziz Bano*  
School of Languages, Linguistics & Indology
- *Prof. Badiuddin Ahmed*  
School of Commerce & Business Management



- *Prof. Siddiqui Mohd. Mahmood*  
School of Education & Training
- *Prof. Ehtesham Ahmad Khan*  
School of Mass Communication & Journalism
- *Prof. Salman A Khan*  
School of Sciences
- *Prof. Farida Siddiqui*  
School of Arts & Social Sciences

**Registrar**

Prof. Ishtiaque Ahmed

**Finance Officer I/c**

Prof. Syed Mohammed Haseebuddin Quadri

**Controller of Examinations**

Dr. Md. Zair Hussain

**Director, Directorate of Admissions**

Prof. Vanaja .M

Maulana Azad National Urdu University  
Gachibowli, Hyderabad – 500 032, Telangana

Room No. 20, Ground floor, Administrative Building

**Tel:** 040-23006605; **EPABX:** 040 – 23006612/13/14/15 – Ext-1801;

**e-mail:** [admissionsregular@manuu.edu.in](mailto:admissionsregular@manuu.edu.in); **website:** [www.manuu.edu.in](http://www.manuu.edu.in)



## Prospectus cum Admission Committee

1.	Prof. Syed Ainul Hasan, Vice-Chancellor, Chairperson
2.	Prof. Ishtiaque Ahmed, Registrar
3.	Prof. Shugufta Shaheen, OSD – 1
4.	Prof. Siddiqui Mohd. Mahmood, OSD - 2
5.	Prof. Syed Mohammed Haseebuddin Quadri, I/c Finance Officer
6.	Dr. Md. Zair Hussain, Controller of Examinations
7.	Prof. Badiuddin Ahmed, Dean, School of Commerce and Business Management
8.	Prof. Abdul Wahid, Dean, School of Technology and Director I/c CIT
9.	Prof. Salman A Khan, Dean, School of Sciences
10.	Prof. Salma Ahmed Farooqui, Director H.K. Sherwani Center for Deccan Studies
11.	Dr. Faheemuddin Ahmed, Assistant Professor, Dept. of Translation
12.	Dr. Jarrar Ahamad, Assistant Professor, Dept. of Education & Training
13.	Prof. Pradeep Kumar, Deputy Director, Directorate of Admissions
14.	Dr. Rafi Mohmad, Assistant Director, Directorate of Admissions
15.	Mr. Chavala Mutyala Rao, Assistant Director, Directorate of Admissions
16.	Dr. Saheed Meo, Assistant Director, Directorate of Admissions
17.	Prof. Vanaja M, Director, Directorate of Admissions- Member Convener

**Admissions Help Desk (Call between 09:00am to 05.30pm only).**

*For School of Technology & H.K. Sherwani Deccan Studies* : 9866802414  
*For School of Commerce and Business Management* : 9849847434  
*For School of Sciences* : 9873846297  
*School of Education and Training* : 6302738370



## Time line for Ph.D. Part time Programme in Sponsored / Self-financing Mode

Date of Issue of Notification	27 January 2023
Last date for Submission of filled-in Application Forms	17 February 2023
Issue of Admit Cards	28 February 2023
Research Admission Test	06 March 2023
Release of Preliminary Key	06 March 2023
Claims/ Challenge / Objections in Key	07 - 08 March 2023
Release of Final Key	10 March 2023
RAT results	15 March 2023
Online Certificate Verification of Qualified candidates	17 - 18 March 2023
List of Provisionally Selected Candidates for Interview	20 March 2023
Interviews	25 - 26 March 2023
Admissions and Online fee Payment	30 March 2023
Commencement of Course work	05 April 2023

### **Instruction to Candidates:**

- i. Candidates are advised to be present in the examination hall 30 minutes before the commencement of Research Admission Test (RAT), to be conducted at MANUU Campus, Gachibowli, Hyderabad only.
- ii. Only those candidates, who possess a valid Admit Card and with valid ID card (Employee ID / Aadhaar card / Driving License etc.), shall be permitted to take the Entrance Test.
- iii. No candidate will be allowed to enter the Examination Center after commencement of the RAT.
- iv. The University shall not provide accommodation or travel allowance to the candidates appearing in any Examination/Entrance Test/Interview.
- v. Online Certificate Verification for Ph.D. Programme will be done on notified dates.

**1. Proof of Urdu: Urdu as a subject/language or as medium in 10<sup>th</sup> /12<sup>th</sup> / Graduation level or equivalent Madrasa courses with Urdu as medium of instruction approved by MANUU.**

**(or)**

**Candidates without proof of Urdu can seek exemption from Urdu Qualification but will have to complete a 2 credit Urdu Course offered by the university before submission of thesis.**

**2. Mark Sheet of 10<sup>th</sup>/SSC/equivalent Board Examination\***

3. Mark Sheet of qualifying examination in Concerned Subject/ Allied Subject/ Area of Specialization (whichever is applicable).

4. Transfer certificate (from the Institution last studied).

5. Migration certificate (from the Institution last studied).

6. Valid Category certificates SC/ST/OBC/EWS (format prescribed by Government of India) if applicable.

**7. Experience/Service Certificate\***

**8. NoC from the present employer\***

**9. Sponsor Certificate from employer\*(at the time of admission)**

**Note: \* - Mandatory Documents**

- vi. The candidates have to attend interview offline and certificate verification online.
- vii. On Display of Selected Candidates List for Ph.D. on MANUU website the selected candidates can pay their fees online on the notified dates and obtain an online Confirmation of Provisional admission.
- viii. The candidates have to report to the respective Head of the Department on the date of commencement of Course work.

## Procedure for Registration and Application Fee Payment

Fee Payment through Online Mode only	Application cum Registration Fee
	Rs. 1500.00

- Candidate completes the registration process on MANUU Regular admission portal by using the below link <https://manucoe.in/PTAdmission/>

### 1) Registration Form



Registration Form For Regular Programs Admission 2021-22

Qualification: Bachelor/Bachelor's Degree in June 2021 / 2020/2019/2018

First Name: پہلا نام \*

Middle Name: درمیانی نام

Last Name: آخری نام \*

Mother's Name: والدہ کا نام \*

Email: ای میل \*

Mobile No.: موبائل نمبر \*

Student Contact Number

Gender: جنس \*

Date of Birth: تاریخ پیدائش \*

Security Question: سیکورٹی سوال \*

Security Answer: سیکورٹی جواب \*

Enter the 5 digits number shown in red Box. :

Enter Captcha: 23161

Register

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### 2) Login



Login

Registration Number.

Password

Login





New Register

Forgot Password

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- Candidate's registration process consists of entry of basic profile of the candidate-
1. Personal Details

 Personal Details
 Address Details
 Guardian Details
 Upload Photo & Sign

RegistrationNo. *ریشٹریشن نمبر	<input type="text" value="202206220"/>
FirstName *پہلا نام	<input type="text" value="Ismatullah"/>
MiddleName *درمیان نام	<input type="text" value="Enter Middle Name"/>
LastName *آخری نام	<input type="text" value="Enter Last Name"/>
EmailID *ای میل	<input type="text" value="nismatullah@manuu.edu.in"/>
MobileNo *موبائل نمبر	<input type="text" value="8919935812"/>
Date of Birth *تاریخ پیدائش	<input type="text" value="2004-04-12"/>
Gender *جنس	<input type="text" value="Male"/>
Father'sName *والد کا نام	<input type="text" value="Nasir"/>
Mother'sName *والدہ کا نام	<input type="text" value="Muniraban Beebi"/>
Nationality *قومیت	<input type="text" value="INDIAN"/>
Category *زمرہ	<input type="text" value="OBC:OBC- NCL (CENTRAL LIST)"/>
<small>Note: For OBC - Caste Name as per Central List of OBCs (Ref: <a href="http://ucbc.nic.in">http://ucbc.nic.in</a>)</small>	
<input type="text" value="Ansari"/>	<input type="text" value="Bihar"/>
Are You PwD? *کیا آپ معذور ہیں:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Religion *مذہب	<input type="text" value="Islam"/>
Blood Group *خون گروپ	<input type="text" value="O+"/>
Region *علاقہ	<input type="text" value="Rural"/>
Aadhar Id No. *آدھار شناختی نمبر	<input type="text" value="111111111111"/>
Have You Studied in MANUU? *	<input type="text" value="Yes"/>
<input checked="" type="radio"/> iUMS Enrollment before 2017-18	<input type="text" value="202206220"/>
<input type="radio"/> iUMS Enrollment after 2017-18	<input type="text" value=""/>
Marital Status *ازدواجی حیثیت	<input checked="" type="radio"/> Married <input type="radio"/> Unmarried
Mother Tongue *مادری زبان	<input type="text" value="Urdu"/>
Identification Mark *شناختی نشان	<input type="text" value="A cut mark on right leg"/>
Alternate Mobile No. *تبادلہ موبائل نمبر	<input type="text" value="8919935812"/>

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## 2. Address Details

Personal Details
Address Details
Guardian Details
Upload Photo & Sign

### Permanent/Home Town Address

H.No/Street گھر کا نمبر / گلی	9...../1
Village/PostOffice گاؤں / ڈاک خانہ	M..... Tilic.....
Country ملک	India
State/Province ریاست	T.....ana
City/District شہر / ضلع	H.....bad
Pincode پین کوڈ	50.....
State of Domicile ریاستی ریاست	.....

### Correspondence Address


Same as permanent address.

H.No/Street گھر کا نمبر / گلی	9...../17/1
Village/PostOffice گاؤں / ڈاک خانہ	M..... Til..... i
Country ملک	India
State/Province ریاست	.....
City/District شہر / ضلع	F.....
Pincode پین کوڈ	50.....

Save

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### 3. Uploading Photo and Signature



مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
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Online Application Form - 2021-22 : Upload Photo & Sign Logout

Candidate Name Candidate Last Name

Dashboard

Online Admission Form

Personal Details

Address Details

Guardian Details

Upload Photo & Sign

Apply For The Program

Change Password

Need Help

Logout

Personal Details

Address Details

Guardian Details

Upload Photo & Sign

Select Photo

3.5cm\*4.5cm

Select Signature

3.5cm\*1.5cm

»» [View Instruction Video](#) : Editing of photo and signature.

My name as per 10th Marksheets/Equivalent Certificate : CandidateName CandidateLast Name

My Date of Birth as per 10th Marksheets/Equivalent Certificate :13-Apr-1991

My Gender :Male

My Mobile number For Future Communication :9226227376

My Email For Future Communication :abdulkhalq-manau@gmail.com

My Father's name as per 10th Marksheets/Equivalent Certificate :

My Mother's name as per 10th Marksheets/Equivalent Certificate : CandidateMother Name

My Category is : "with caste" and the Category State is "

Declaration

I hereby declare that:

1. All entries in the application form are correct to the best of my knowledge and belief.
2. I have carefully read the eligibility criteria and found myself eligible for the program.
3. I'll abide by the rules and regulations of the University and will not indulge in any act of indiscipline including ragging.
4. If any false information is found at any stage, Maulana Azad National Urdu University has the right to cancel my candidature/admission at any time.
5. I have read the prospectus thoroughly including all the instruction/information and I will abide by them.

میں یہ اقرار کرتا ہوں کہ

1. داخلہ فارم میں تمام اندراجات میرے علم اور یقین میں درست ہیں۔

2. میں نے داخلہ ایلیٹی ضوابط کو احتیاط سے پڑھ لیا ہے اور اپنے آپ کو پروگرام کے لیے اہل سمجھتا ہوں۔

3. میں یونیورسٹی کے قواعد و ضوابط کی پابندی کروں گا اور ریگنگ سمیت کسی بھی قسم کی بے ضابطگی میں موٹ نہیں ہوں گا۔

4. اگر کسی بھی مرحلے میں کوئی جھوٹی معلومات ملتی ہے تو مولانا آزاد نیشنل اردو یونیورسٹی کو کسی بھی وقت میری امیدواری / داخلہ منسوخ کرنے کا حق حاصل رہے گا۔

5. میں نے پرا سپیکٹس کو مکمل طور پر پڑھ لیا ہے بشمول تمام ہدایات و معلومات اور میں انکی عمل پابندی کروں گا۔

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➤ After successful registration, candidate logs in the admission portal and choose the appropriate program of his/her choice.

Add Program

Part Time PhD (Sponsored/Self Financed) School :\*

Ph.D. In School of Technology

Specialisation\*

Artificial Intelligence



- Candidate provides mandatory details and documents with respect to course selected by him/her and provide employment related details relevant with respect to experience based on which the candidate is eligible for particular program.

Add Program

Part Time PhD (Sponsored/Self-Financed) School:\*

Specialisation\*

**Eligibility Criteria\***  
 Tick the checkbox in the following clause to comply with the Urdu knowing requirement:  
 اور ودائی کی شرط کو پورا کرنے کے لئے مندرجہ ذیل شرط کے ہیکس یا کس کو نشان زد کریں

I hereby certify that I studied Urdu as a Subject/Language or as a Medium in 10th/12th/Graduation level or equivalent Madrasa courses with Urdu as medium of Instruction as approved by MANU and I have uploaded a valid proof in its respect.  
 View Uploaded Urdu Certificate

OR

Exemption from Urdu Qualification

Choose appropriate MINIMUM eligibility clause from the following:  
 مندرجہ ذیل میں سے مناسب البتہ شرط کو منتخب کریں:

85% marks in aggregate in Post Graduate degree in Concerned Subject or Allied subject or Area of Specialization

Choose appropriate Entrance Test Exemption Category, if applicable, from the following:  
 مندرجہ ذیل میں سے داخلہ امتحان کی مہضوت سے متعلق مناسب لبرہ کو منتخب کریں، اگر قابل اطلاق ہو تو

Qualified UGC-CSIR JRF  
 Candidate sponsored under an MoU between MANU and an Institution/Industry/corporate entity/Govt. or Non-Government organization/agency  
 Scientist (or Equivalent post) working in Research Laboratories; either owned or managed by the Central/State Government or an Autonomous Research Institution of National Status with three years' experience and evidence of research  
 Qualified UGC-CSIR NET/SET/SLET/GATE/GPAT Exam  
 Rajiv Gandhi Fellowship awardees; Teacher-fellowship holder; INSPIRE/ or candidate; who are awarded Fellowship directly or by other funding agencies: ICAR/ ICHR/ ICMR/ DBT/ DST)  
 M.Phil. candidates who have admitted through entrance test and complete

If you have qualified SLET/M.Phil./NET or JRF and still wish to appear for Ph.D. Entrance Test check the following checkbox:  
 اگر آپ سلیٹ / ایم فل / نیت یا سیٹ آر ایف کا سیاب ہوں اور پھر بھی ہی داخلہ امتحان میں شرکت کرنا چاہتے ہوں تو مندرجہ ذیل ہیکس یا کس کو منتخب کریں

I have qualified SLET/M.Phil./NET or JRF and still wish to appear for Ph.D. Entrance Test.  
 (Note: Even if you don't wish to appear to entrance test, you need to select Hyderabad as viva centre)

**Qualifying Exam\***

Qualification Level

Post Graduate Degree Name

University

Roll Number/Enrollment

Subjects/Courses

Result

Passing Year

Percentage   
 (Numbers Only, Don't Add '% Character in the End!')

CGPA If Any

**Employer Details\***

Employment Type

Name Of Employer

Address-1

Address-2

City

State

Country

Contact Person Name

Contact Person Designation

Contact Person Mobile

Contact Person Email

Proof of Employment (Experience Certificate) For 3 Years  No file chosen

NOC (No Objection Certificate) from Employer  No file chosen

I hereby declare that I am a permanent/regular full time employee and possess a minimum working experience of 3 years.  
 I hereby declare that I will take leave for a minimum of one year; initially six months leave for attending the classes of the PhD course work/defining the problem and six months leave prior to submission of PhD thesis during the tenure of the PhD Program.  
 I seek leave exemption as I reside/work within 50 kilometers of radius of MANU Hyderabad campus.

Test Center \*

Add Program

- After correct program is selected, “Pay Fee” option is enabled in the portal with respect to each course registered by the student as shown in the screenshot below.

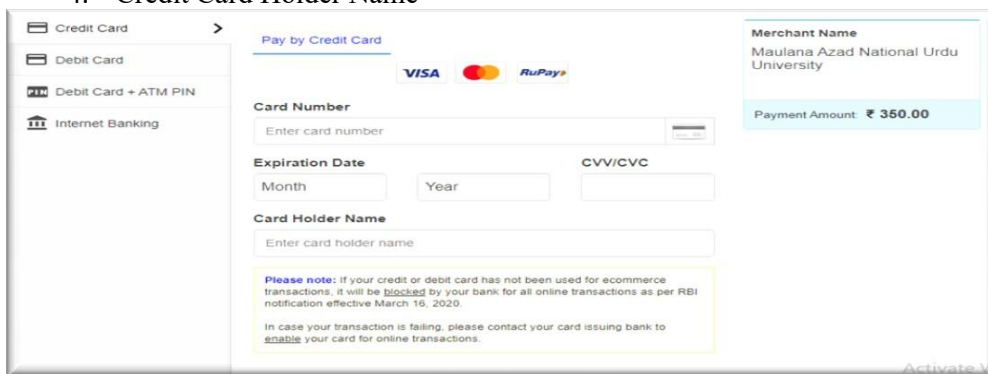
Status of Online Application form (s)				
Application No.	Program	Amount	Payment Status	Action
M000000047	Ad. Arabic	.....J	Pending	View <b>Pay Fee</b> Delete
M000000062	F. D. (C.....e)	.....J	Pending	View <b>Pay Fee</b> Delete

- When student clicks on **Pay Fee** Option the portal lands at the payment gateway page, the **BillDesk** web site to complete the payment.
- **Bill Desk** web page the name of the university as **Maulana Azad National Urdu University** and applicable fee payment **amount is** mentioned by the system. Payment amount cannot be changed by the candidate.
- Form fee is accepted through online mode only.
- Payment gateway offers four (4) options for payment as listed below
  - Credit Card
  - Debit Card +ATM PIN
  - Debit Card
  - Internet Banking

#### Credit Card:

In this payment option candidate need to enter below details and do the payment

1. Credit Card Number : 16 digit card number listed on the card
2. Expiration Date and Year : MM (Month) ,YYYY (Year)
3. CVV/CVC number : 3 digit Card Verification Value which is placed backside of the card
4. Credit Card Holder Name



After entering above details, “Pay” button is enabled. Candidate is asked to enter 4 digit OTP which he/she receives on their mobile and complete the payment.

#### Debit Card + ATM PIN:

In this payment option student needs to select the appropriate bank listed in the

**BillDesk** payment page and provide below details

1. Card Number : 16 digit card number listed on card
2. Expiry Date and Year: MM (Month) ,YYYY(Year)
3. ATM PIN : 4 digits ATM Pin

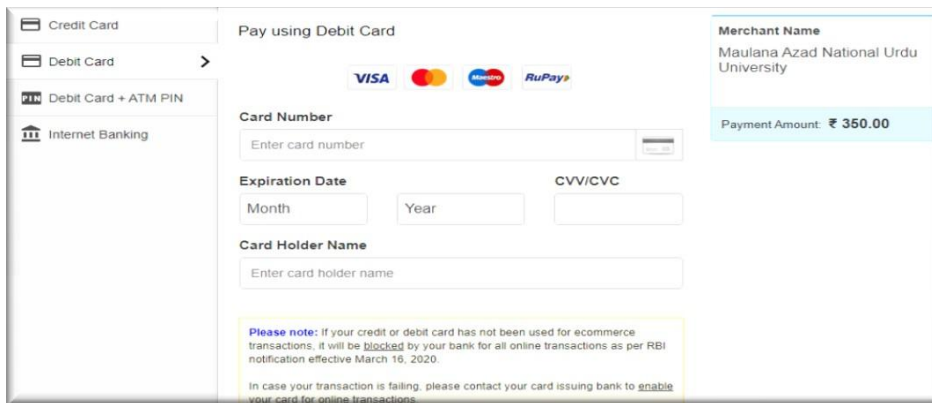
4. Debit Card Holder Name.
5. After providing above details student will complete the payment by clicking on **Pay** action as shown below screens.

#### Debit Card:

In this payment option candidate needs to enter the details given below-Debit

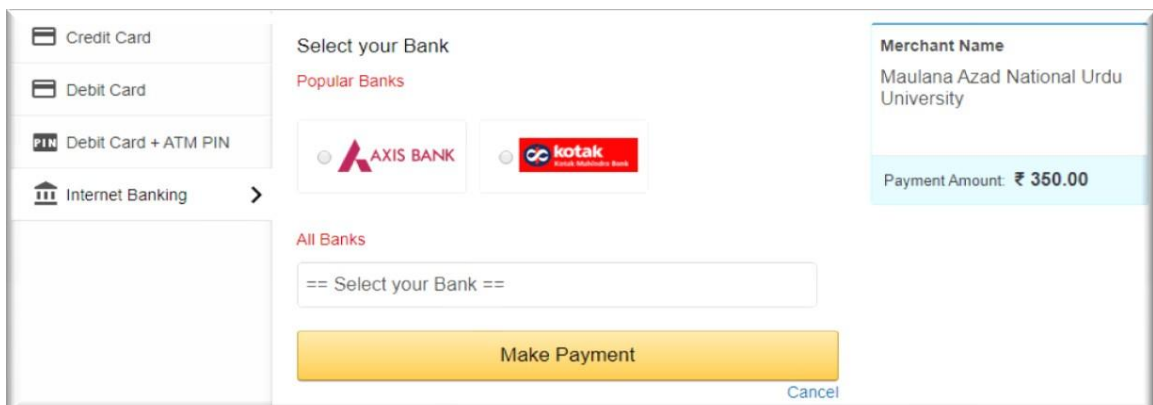
Card Number : 16 digit card number listed on card

1. Expiration Date and Year : MM (Month) ,YYYY (Year)
2. CVV/CVC number : 3 digit Card Verification Value which is placed on backside of the card
3. Debit Card Holder Name After providing the above details candidate needs to enter 4 digit PIN or OTP on registered mobile and complete the payment



#### Internet Banking:

In this option Payment candidate selects the appropriate bank listed in the **BillDesk** web site and click on **Make Payment**. Page will redirect to internet banking page of the selected bank. Student need to enter **User Id** and **Password** of his internet banking, following by a transaction password. Payment is completed by entering the OTP.





After successful payment, candidate is required to upload all the necessary document to complete the application process.

Online Application Form - 2022-23 : Upload Documents!

Md Rahamatullah

- Dashboard
- Online Admission Form
- Document Upload** New
- Personal Details ✓
- Address Details ✓

Upload Document For Admission As per Eligibility Criteria - 2022-23			
Sr.	Application No.	Course Name	Action
1	M210016692	Nanotechnology	<a href="#">Upload Documents</a>

### Upload Documents for Nanotechnology

**10th Class Certificate (This is required information)**

Choose file  Browse

**12th Class Certificate**

Choose file  Browse

**Graduation Certificate**

Choose file  Browse

**Post Graduation Certificate**

Choose file  Browse

**Proof of Qualified UGC/CSIR, JRF (This is required information)**

Choose file  Browse

**Research proposal in English (in pdf) (This is required information)**

Choose file  Browse

**Research proposal in Urdu/Hindi/Persian/Arabic (in pdf) (This is required information)**

Choose file  Browse

**PPT/Power presentation with 6 to 8 slides (in pdf)**

Choose file  Browse

**OBC Certificate (This is required information)**

Choose file  Browse

**Transfer Certificate**

Choose file  Browse

**Migrates Certificate**

Choose file  Browse

**Bonafide Character Certificate(from the institution last studied)**

Choose file  Browse

After successful upload of all the required documents the application process shall complete.



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## 1. University Profile

Maulana Azad National Urdu University (MANUU) is a Central University, established by an Act of Parliament in 1998 with all India jurisdiction. The headquarters and main campus of MANUU is in Gachibowli, Hyderabad. It is spread over 200 acres. MANUU is recognized as a major higher education service provider across the remote areas of the country in Urdu Medium through its regular and distance mode programs. MANUU commenced with distance education programs in 1998 and consolidated its academic and research programs in 2004.

The University is named after Maulana Abul Kalam Azad, a scholar par excellence, a prolific writer, an inimitable orator, a gallant freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India.

Presently, MANUU is in the process of consolidating the existing institutions, while expanding it to reach the unreached through various intervention measures. Further, to meet the rising aspirations of its youth in general and Urdu speaking community in specific, the University is making considerable progress in all fronts of academics, research and governance with specific vision, mission and objectives.

### 1.1 Vision

To provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy.

### 1.2 Mission

To empower socially, economically, educationally and culturally marginalized sections of the society so that they are brought into the mainstream, and thereby contribute to the socioeconomic development of the nation through formal and non-formal modes of educational delivery.

### 1.3 Mandates and Objectives

***The objectives of the University as per Section 4 of MANUU Act, 1996 (No.2 of 1997) are:***

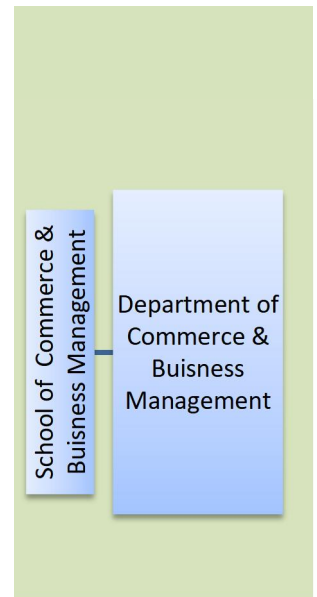
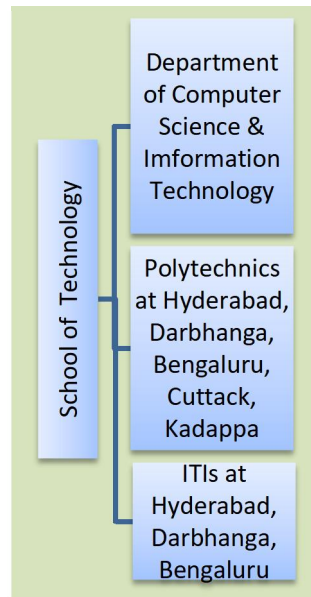
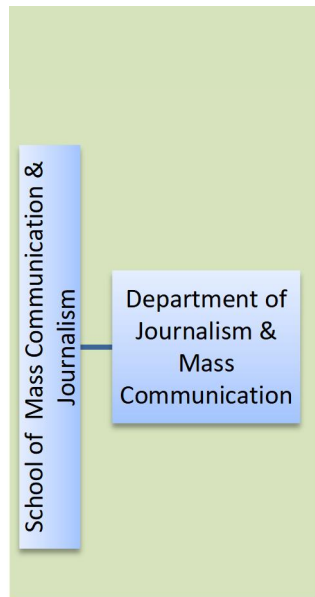
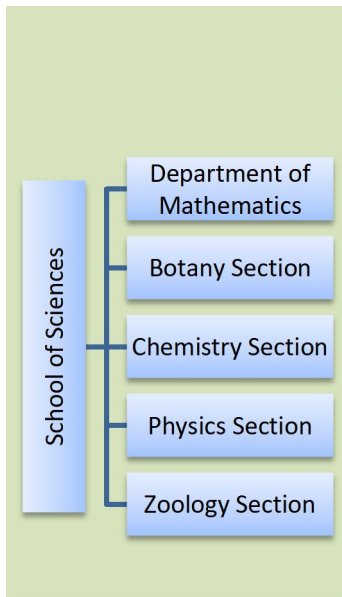
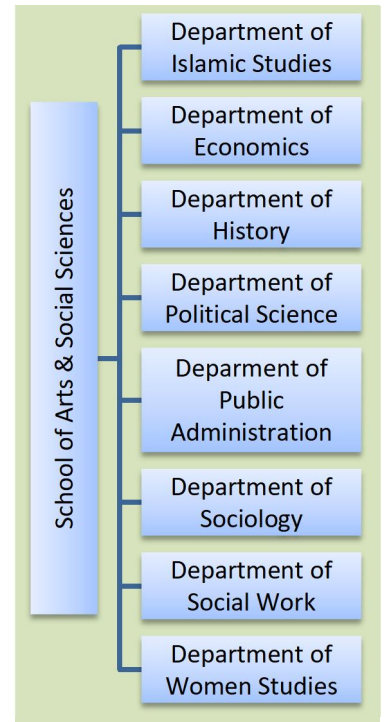
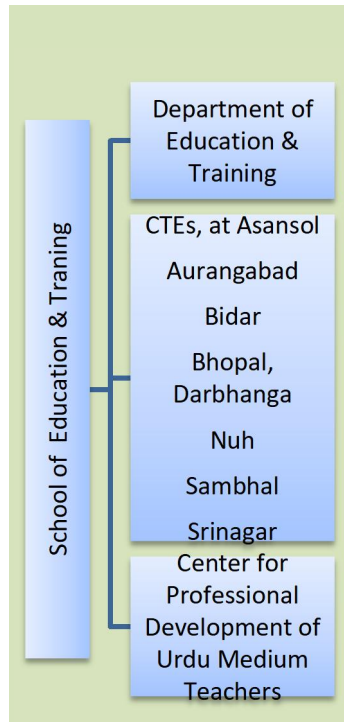
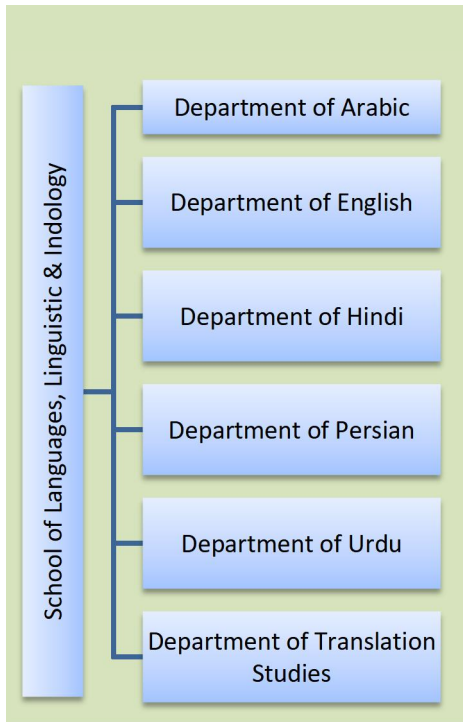
- *to promote and develop the Urdu language;*
- *to impart education and training in vocational and technical subjects through the medium of Urdu;*
- *to provide wider access to people desirous of pursuing programs of higher education and training in Urdu medium through teaching on the campus as well as through distance mode and*
- *to provide focus on Women Education.*

***In order to achieve the objectives the University endeavours to:***

- provide good learning experience to the students through Urdu language with due emphasis on interactive and innovative teaching-learning as well as engagement in social outreach
- adhere to global best practices and benchmark in respect of academic and research outcomes and also outreach initiatives
- increase the student capacity to meet the growing demands of competent manpower in national and international markets
- augment the internal revenue/receipts through continuing education, sponsored research and consultancy
- improve the quality of life of impoverished millions by producing competent manpower who can contribute for the growth of National economy
- utilize the resources effectively and optimally and also to transform the University into a Smart, Digital and Clean campus with specific action driven initiatives



1.4 Academic



The Departments are currently offering 71 programs (24 Ph.D.; 21 PG; 10 UG, 07 Diploma and 9PG Diploma programs and Certificate courses). The University also offers technical Diploma programs through Polytechnics (06 Diplomas) and Vocational programs through Industrial Training Institutes (08 Trades). The University is evolving to deliver Innovative and Relevant Quality Education with flexible academic framework through Choice Based Credit System and upgrade the curriculum based-on market needs periodically.

## 1.5 Governance

Effective Governance System is in place for transparency and accountability with established structures. Further the University is switching over to e-Governance functioning for streamlining of internal processes.

University is also part of Mission Mode Directives of MoE such as *Swachh Bharat Abhiyan; Swachh Bharat - Swasth Bharat; Swachhata Pakhwada; Unnat Bharat Abhiyan; Ek Bharat - Shreshtha Bharat; Beti Bachao - Beti Padoo; Vittiya Shaksharat Abhiyan and PM Kaushal Vikas Yojana*; in addition to **Digital India** project **NKN - NME-ICT**, which includes *Campus Connect, UGC-INFLIBNRAT, NDL Cluster, SWAYAM, SWAYAM PRABHA, NAD, Bharatvani* etc.

## 1.6 Uniqueness

Academically MANUU stands among the best Universities in the country offering educational programs in General, Professional, Technical and Vocational streams. It has received 'A Grade' accreditation by NAAC- in 2016 and re-accredited with 'A+ Grade' in 2022. The academic thrust of MANUU lies in its unique service of providing education from elementary to doctoral levels in the Urdu language. MANUU has carved a niche as one of the preferred destinations of higher education for academically marginalized section of the society.

There are 18 satellite and off-campus of MANUU in 11 States across India. About 6,300 students are pursuing various programs in regular mode. The Directorate of Distance Education (DDE) offers various academic programs in distance mode through a network of 9 Regional and 5 Sub-Regional Centers and 157 Learners Support Centers catering to more than one lakh students at their door step. The University has campuses across the country viz. Three Industrial Training Institutes (ITIs) at Hyderabad (Telangana), Bengaluru (Karnataka), and Darbhanga (Bihar); Five Polytechnics at Hyderabad (Telangana), Bengaluru (Karnataka), Darbhanga (Bihar), Kadapa (Andhra Pradesh) and Cuttack (Odisha).



These institutions will fulfill the objectives of the University of imparting vocational and technical subjects in Urdu medium. The University has Eight Colleges of Teacher Education at Srinagar (Jammu & Kashmir), Darbhanga (Bihar), Bhopal (Madhya Pradesh), Nuh (Haryana), Asansol (West Bengal), Sambhal (Uttar Pradesh), Aurangabad (Maharashtra), and Bidar (Karnataka) to train prospective teachers. The University also has satellite campus at Lucknow (Uttar Pradesh) offering UG, PG and Research programs. To address mission of empowering Women, the University established an exclusive - College of Arts and Science at Budgam (J & K) offering post-graduate and research programs. True to its mission of spreading the wings of Urdu and instilling a passion for Urdu among the new generation learners, the University has also established three Model Schools at Hyderabad, Darbhanga and Nuh to provide quality school education in Urdu medium.

The University has several academic support centres such as Human Resource Development Centre (HRDC), Instructional Media Centre (IMC), Centre for Information Technology (CIT), Directorate of Translation and Publications (DTP), Directorate of Admissions (DoA) and Internal Quality Assurance Cell (IQAC) which provide value addition to the University.



The endeavour of MANUU in providing instruction, carrying out research and making contribution through the medium of Urdu has made it a trailblazer and trendsetting university in beaoning vast opportunities to all Indian languages institutions for tapping their potential to offer education in science & technology.

The MANUU clearly envisaged the need to enhance, enlarge and expand its activities that are relevant to the emerging economic environment of the country and also to fulfill the shortfall of workforce needs due to intensifying activities as per plan mandate of the UGC and also in tune with the directions of MoE with reference to quality education, research promotion, internal resource generation, infrastructure development, student centric measures, e-governance initiatives, outreach activities etc. Further, it adheres to National Agenda of Access, Equity and Quality and also to ensure that all the graduating students acquire an adequate knowledge of the English and Information Technology. This enables the Urdu medium students to compete with the rest of the students in the country for both the vertical and horizontal mobility.

### 1.7 Accomplishments

- **Access:** Continued to sustain the progressive improvement in Gross Enrolment Ratio (GER) to prepare Professionally Competitive and Socially Sensitive Manpower
- **Equity:** Inclusive Policies are in vogue while extending the enabling environment for all those deserve and desire higher education opportunities of empowerment to cope with life and values.
- **Quality:** Considerable expansion in Infrastructure, Facilities and Quality Faculty in addition to engagement of Adjunct/Visiting/Guest Faculty etc., to minimize the Student-Teacher ratio.
- **Best Practices:** Student Empowerment through various Support Systems and Progression Measures;
- **Support Systems:** Hostel facility, Fee Concession through 'Earn while you Learn', Scholarships, Reservation & Relaxation in age and merit for Women and Persons with Disabilities etc.

### 2.0 School of Commerce and Business Management

The University established the School of Commerce and Business Management (SCBM) in the year 2004. The main aims and objectives of the School are to offer UG/PG programmes in the fields of Management and Commerce. These programmes are aimed to prepare students to be a successful entrepreneur or to take up supervisory and managerial positions in the corporate world or small/medium Industry and contribute to the economy and society at large. The Mission of the School is to strive to create ethical, socially responsible and agile future business leaders. The SCBM is currently having one Department viz. Department of Management and Commerce.

#### Ph.D. Part time Programme in Sponsored / Self-financing Mode in Specialized field in Management & Commerce

The research program promotes innovation, focuses on activities that can make a difference to problems that matter to industry and society and has a business-friendly attitude to foster external collaborations. The Department's research focus is on various emerging areas of the Commerce and Management but not limited to its conventional areas of specialization. The Department has well experienced faculty members with strong research and industry background. DMC provides highly supportive research environment that nurtures and develops future generations of young researchers. Admission to sponsored part time Ph.D. programme in Management & Commerce Stream for the persons working in industry/Corporate Sector from the academic year 2022-23 onwards with a special fee sponsored by their employer.

Specialization	Vacancy of PhD seats
General Management	6
Marketing Management	4
Financial Management	4
Human Resource Management	4
Productions, Operations and Supply Chain Management	2
Total	20
(UR- 9, OBC- 5, SC- 3, ST- 1, EWS- 2 )	





### 3.0 School of Sciences

The University created the School of Sciences in the year 2006 to establish a unique educational programs of study different from human-centred subjects (Arts and Social Sciences) considering the importance of Science Education in development of nation in many areas. However, the Science discipline is considered as a basic human motivator that enables technological advances in improving the living standards of impoverished millions. The components of Science include the discovering of new concepts by conducting experiments, facilitating practical observations, deriving hypothesis and making interpretations to establish a theory from knowledge sources. The main objective of the Science Programs is to turn natural curiosity of humans in creation of new knowledge that make studying science as attractive as learning to find solutions to the problems in addressing the needs of the society. Ultimately the Society is 'driven' by ideas and products from science and the influence of science continue to increase in all realms of human life.

The School is currently running five Ph.D. Programs: Mathematics, Physics, Chemistry, Botany, and Zoology and one PG Program: M.Sc (Mathematics) and Five UG Program: B.Sc. (Physical Science - MPC), B.Sc. (Physical Science - MPCS), B.Sc. (Life Science-ZBC), B.Voc (MLT) and B.Voc (MIT).

#### Ph.D. Part time Programme in Sponsored / Self-financing Mode in Specialized field in Sciences

Specialization	Vacancy of PhD seats
Department of Mathematics	
Celestial Mechanics	01
Applications of Wavelet Theory	03
Analysis Algebra	02
Fractional Calculus	01
Geometry of Submanifold	02
Physics Section	
Earth Sciences	02
Atmospheric Physics	02
Cosmology	02
Astronomy & Astrophysics	02
Chemistry Section	
Organic Chemistry Materials Science	03
Bioorganic Chemistry	03
Bio-Catalyzed Synthesis	01
Zoology Section	
Immunology of Recurrent pregnancy loss and asthma	02
Cancer biology	01
Botany Section	
Allelopathy, Plant natural products	02
Stress Physiology	01
Phytopathology	04
Total	<b>34</b>
(UR- 13, OBC- 9, SC- 6, ST- 3, EWS- 3)	

### 4.0 School of Technology

School of Technology (formerly School of Computer Science and Information Technology), was established in 2014 with the objective to create a congenial environment for inspiring students, retaining outstanding teachers, providing quality teaching and developing cutting-edge technology for technological





intervention. The School is currently having one Department viz., Department of Computer Science & Information Technology.

The School also comprises of five Polytechnics located at Hyderabad, Bengaluru, Darbhanga, Kadapa and Cuttack and three ITI's located at Hyderabad, Darbhanga and Bengaluru. Department of Computer Science and Information Technology was established in 2006 with the aim to impart quality education and achieve the vision of excellence in the field of Computer Science, IT and interdisciplinary research. Presently, Department of Computer Science and Information Technology offering B.Tech (Computer Science), M.Tech in Computer Science and MCA (two-years) programmes all approved by the All India Council for Technical Education (AICTE). Department also provide options of Lateral entry into second year of B.Tech. (Computer Science) for Polytechnic students.

Department of Computer Science and Information Technology provide an excellent learning environment with dedicated young faculty members, state-of-the-art laboratories and innovative academic processes. We focus on providing an in-depth knowledge in the field of Artificial Intelligence, Personalized learning, Machine learning, Computational sustainability, Block chain technology, semantic web, internet of things (IoT) and other allied fields of computer science & IT. We aspire our students towards becoming next generation IT professionals capable of generating programming and logical skills, providing networking solutions and becoming leaders in software industry, government and academia.

#### **Ph.D. Part time Programme in Sponsored / Self-financing Mode in Specialized field in Computer Sciences & Information Technology**

Functional Area	Theme	Vacancy of PhD seats
Educational Technology/ Augmented Reality/ Virtual Reality	Cognitive Science/ Educational Neuroscience/Web-based Learning & Technology	1
Computational Sustainability	Data Science and Machine Learning	1
Wireless Sensor Network	Smart Computing/IoT	1
Total		3
(UR- 1, OBC- 1, SC- 0, ST- 0, EWS- 1 )		

### **5.0 School of Education & Training**

The School of Education & Training was established in 2006. The objective of School of Education and Training is to prepare a community of excellent school teachers and teacher educators rooted in tradition and well equipped for future. The emphasis of the school is on the functional relationship between knowledge generation, theory development and effective practice through Urdu medium. The School of Education & Training is well equipped in terms of faculty and infrastructure. MANUU has focused on preparing teachers for Urdu medium schools since its inception. The first batch of D.Ed. Programme was started in 2001 followed by the establishment of the Department of Education and Training in 2004 with the addition of B.Ed. Programme in the same year. The Research Programme in Education was started in 2008 in the Department of Education and Training and it was later extended to CTEs.

#### **Ph.D. Part time Programme in Sponsored / Self-financing Mode in Specialized field in Educations and Training**

The Ph.D. Part time Programme in Sponsored / Self-financing Mode (in Education) will be offered at Department of Education and Training, MANUU, Hyderabad.



S.No	Area of Research Specialization	Vacancy of PhD seats
1.	Teacher Education	8
2.	Minority Education	2
3.	Educational Psychology	6
4.	ICT/Educational Technology	6
5.	Educational Management, Planning and Finance	1
6.	Educational Assessment and Evaluation	1
7.	Guidance and Counselling	1
8.	Inclusive Education	3
9.	Language Education	3
10.	Science Education	4
11.	Social Science Education	2
<b>Total</b>		<b>37</b>
(UR-15 , OBC-10 , SC-5 , ST-3 , EWS- 4 )		

## 6.0 H.K. Sherwani Centre for Deccan Studies

The Maulana Azad National Urdu University established the H.K. Sherwani Centre for Deccan Studies in 2012 after the renowned Indian historian, scholar and author, Haroon Khan Sherwani, whose work still remains unsurpassed on the Deccan. The Centre's vision and mission, niche areas of research and interdisciplinary focus have been specifically framed keeping in mind that the Deccan remains an understudied region. Since the Centre brings within its purview, areas of study ranging from the natural sciences to the social sciences and the humanities, it focuses on different streams of study – archaeological, historical, geographical, geological, artistic, literary and culture studies, and area/regional studies that converge to produce healthy academic standards. The Centre has established international outreach and has developed into a robust research unit to facilitate scholars undertaking research primarily on the states of Andhra Pradesh, Telangana, Maharashtra, Karnataka and Goa. The Centre regularly organizes seminars, workshops, and symposia on the themes pertaining to the Deccan.

### Ph.D. Part time Programme in Sponsored / Self-financing Mode in Specialized field in Deccan Studies

Specialization	Vacancy of PhD seats
Nature of State in the Deccan	1
Socio-Economic History of the Deccan	1
Cultural Memories of the Deccan	1
Studies in Science/Technology/Environment of the Deccan	2
Total	5
(UR-2 , OBC-2 , SC- 1 , ST- 0 , EWS- 0 )	

## 7. Admission guidelines for Ph.D. Part time Programme in Sponsored / Self-financing Mode

### 7.1. General Instructions for Admissions

1. There is no age bar (upper age limit) for admissions into Ph.D programs.
2. **Mode of Admission:**

(i) **Registration:** The University provides admissions based on the registration to the programs offered on the merit in the Research Admission test (RAT) / RAT exempted category weightage and interview.



**(ii) Online Application Forms for Registration :**

- (a) **Research Admission Test based Admissions:** The admissions in Ph.D. Part time Programme (Sponsored / Self-financing) are based on entrance test. The University website- [www.manuu.edu.in](http://www.manuu.edu.in) provides link for Registration and Application Form for admissions, January 2022. The candidates are advised to read the instructions carefully before filling the form and choose the correct program, Department, etc. and follow the instructions generated from the computer. The computer will generate application number (User name) and password which will be sent through *email* and *SMS* which needs to be saved for future reference.
- (b) **Hall Tickets** for Research Admission Test based programs can be downloaded from the University Website. The candidates will be informed about receipt of their application form and date of availability of hall tickets through SMS and email. Applicants can also verify the status of application form using their login id and password from the University website. No hall tickets shall be sent by post. It is the responsibility of the candidate to download the hall tickets. Please mention the valid mobile phone number and email for receiving the instructions from the University. Hall tickets will be issued to only those candidates whose duly filled application forms are found correct and complete with prescribed fee and other mandatory details. The candidates with these hall tickets must carry a valid photo ID as a proof for the purpose of verification and ruling out the possibility of impersonation. No candidate will be allowed to appear in the Research Admission Test without Hall Ticket and a valid photo ID proof.
- Please note that all those who apply may be issued Hall Tickets without verifying whether or not they satisfy the eligibility criterion for admission to a program. This will be finally verified at the time of counseling and admission, if selected. The candidates are therefore advised to go through the Prospectus carefully and judge their eligibility before submitting their application forms.
  - Despite this caution, if the candidates do not meet the minimum eligibility criteria and still apply and appear for any program, they shall do so at their own risk and cost. At any stage, if it is found that any candidate does not fulfill the minimum eligibility requirements and other claims, his/her candidature will not be considered for admission and if the admission is granted, it shall be cancelled and fee paid, if any, will be forfeited. The University may initiate due legal action against such candidates.
- (c) **Mode of Payment of Application Fee:** All fee payments are through online only using Debit Cards, Credit Cards and Internet Banking. Candidates have to follow the instructions given in online application form for payment. No other forms of payment shall be accepted.
- (d) Applicants need not send hard copy / printed application form to the University.

## 7.2. Admissions to Ph.D. Part time Programme in Sponsored / Self-financing Mode

1. **Qualifications:** Candidates seeking admission to the Ph.D. programs shall have a Master's degree in the concerned subject or an allied subject with at least 55% marks in aggregate or its equivalent grade in a point scale in case of grading system.  
**For Education:** 55% marks in M.Ed or Equivalent (55% in both B.Ed and M.A in Education) for general category students and relaxation to other categories as per GoI rules.
2. **General Eligibility:** Professionals such as working engineers, scientists, senior executives, managerial staff, self-employed entrepreneurs / startup promoters / innovators and academic administrators who can, while employed, attend regular classes as per schedule at MANUU may apply for admission to PhD program as part-time students, subject to the following conditions:
  - (i) Persons who possess the minimum prescribed qualifications and are in service in any of the following establishments shall be eligible for admission to the Ph.D. program as sponsored scholars:
    - a) Defense, Culture, Finance, Science & Technology, Education or other ministries of the Government of India or any other government organization;
    - b) Established industrial research and development organizations / corporates / museums / archives / research institutes / libraries ;



- c) Autonomous bodies and public undertakings;
- d) NCERT / SCERT / State or Central Government Department or Ministry or Educational Entrepreneur / NGOs etc.
- (ii) He / she should be a permanent / regular full time employee and possess a minimum working experience of 3 years.
- (iii) Part time candidates selected for admission in Ph.D. programme are not eligible for any scholarship from MANUU.
- (iv) For Part-time candidates from outside the location of the University / Institution (or at a radial distance of more than 50 km from University, there is a minimum residency requirement of 6 months. The respective Departmental Research Committee or Board of Studies may specify a higher residency requirement based on the courses recommended as well as the background. In such cases, he / she will be required to maintain frequent contact with the supervisor in the Department concerned of MANUU, Hyderabad.
- (v) Part-time candidates are required to submit a “No Objection Certificate” (NOC) on a proper letterhead from the appropriate authority in the organization clearly stating the following:
  - a) the candidate is permitted to pursue studies on a part-time basis;
  - b) he / she will be fully relieved from duty for the period of required residency that is essential for completing the course work; provided if a candidate is working in organizations located within a distance of 50 km from the place of research (Hyderabad), he/she need not to take any leave;
  - c) that his / her official duties allows him/her to attend the required classes (course work or special lectures or presentations etc.) as per the Time Table of MANUU at Hyderabad;
  - d) that his services are likely to be retained with the employers during the period of studies;
  - e) facilities for research in the candidate’s field of research are available at the candidate’s place of work, in case the proposed Ph. D. research plan requires him/her to use these facilities when the candidate is physically present at this place of work.

### 3. Additional Eligibility for Ph.D. Part time Programme in Sponsored / Self-financing Mode:

The following categories of candidates shall be eligible for admission to the Ph.D. Part time Programme in Sponsored / Self-financing Mode on production of written permission from his / her employer.

- i. Any permanent employee with three years of regular service in any UGC/CSIR recognized Institution or Public Sector / Government / Non-Government Organization having adequate research facilities.
  - a. The candidate must give an undertaking that he/she would take leave for a minimum of six months for attending the classes of the PhD course work.
  - b. However, such candidates have to provide reasonable proof of fieldwork/lab work periodically to the satisfaction of the concerned Research Supervisor / Research Advisory Committee and may also be required to present the same before the Departmental Research Committee. Failure in this regard shall lead to cancellation of the PhD registration.
  - c. Any offer of admission under this category shall be further subject to the discretion of the University and approval of the Vice Chancellor.
- ii. Employees of Public Sector Undertakings or Government Departments or non-degree awarding Research and Development Organizations or reputed Private Industries/corporate bodies registered under Companies Act or Self-employed entrepreneurs from SMEs, Innovators or Start-ups promoters or Independent professional consultants are eligible for admission to part-time sponsored programmes;
- iii. The applicant must be an employee of one of the above categories organization/profession and be engaged in professional work in the area to which admission is sought;
- iv. **Three years’** full time relevant experience after obtaining the qualifying degree as on date of registration. The recognized Public Sector / Research Institutions Government / aided or private establishments preferably have adequate research facilities;
- v. The applicant should be willing to promote industry-academic interaction if required by the Department concerned;



- vi. Sponsored candidates from industry under industry-institute interface pattern, selected for admission in Ph.D. Programme under MANUU is not eligible for any scholarship in the University;
- vii. A candidate sponsored by an industry, an R&D Organization, educational institution or a Government Organization having adequate research facilities may be allowed to work externally subject to his / her fulfilling all such conditions prescribed by the MANUU Ph.D. Regulations as are applicable;
- viii. Permission to carry out the research work partially or entirely at the Organization shall be granted only if the DRC concerned is satisfied about availability of research facilities at the workplace and fulfillment of all requirements and such permission is to be obtained in advance;
- ix. In such a case a co-supervisor from the sponsoring Organization with adequate research experience may be appointed, if required, with the approval of the DRC concerned.
- x. When a sponsored candidate has been granted permission under these provisions to work externally at the parent Organization he/she will be required to maintain frequent contact with the supervisor in the Department concerned of MANUU, Hyderabad.
- xi. There is no requirement of taking study leave from the organization to join the Ph.D. Programme under sponsored category provided his place of work is located within 50 km radius of the University campus/college campus where he/she is proposed to register for the research programme.
- xii. The University shall not provide hostel facility.

**Provided that such candidates shall have to follow the admission process and fulfill all other requirements as per the existing PhD Regulations.**

4. A candidate seeking admission as part-time research scholar shall submit an assurance from the employer that the required leave of six months shall be sanctioned for the purpose stated, as an additional document at the time of registration. Without the permission letter from the employer the PhD admission shall not be granted.
5. Admission shall be made through Research Admission Test or Based on exempted category, followed by interview based on the research proposal submitted by the candidate concerned. Due Weightage will be given to candidates having quality research publications in reputed journals or accomplished research work in their respective field of studies in award of interview marks. The pattern of the Research Admission Test shall be as prescribed by the University under its Ph.D. Regulations.
6. **Duration:** The duration of the part-time Ph.D. programme shall be the same as in the case of regular Ph.D. programme i.e. for a minimum duration of three years, including course work and a maximum of six years (as per UGC Ph.D Regulations, 2022) amended from time to time.
7. **Location of the offerings:** Part-time sponsored Research programme leading to Ph.D. will be offered, initially only under the School of Science, School of Technology, School of Education & Training, H.K. Sherwani Centre for Deccan Studies and School of Commerce and Business Management at MANUU Main Campus, Hyderabad.
8. **RAT Exempted Category:** Research Admission Test (RAT) will not be insisted for the following category of applicants' subject to fulfillment of other eligibility conditions:
  - (i) The following types of candidates shall also be exempted from RAT, on the recommendation of the Admission Committee with the approval of the DRC, provided they fulfill the requirements regarding eligibility, qualification, etc. However, such candidates shall have to give a seminar and discuss the broad area of research before the DRC:
    - (a) Candidates sponsored under an MoU between MANUU and an Industry / Corporate entity / Govt. or Non-Government organization / Agency where specific clause(s) exist for registration of candidates for Ph.D. degree by the university provided they possess at least three years of professional or research experience in the institution / industry concerned.
    - (b) Scientists working in Research Laboratories either owned or managed by the Central/State Government or an Autonomous Research Institution of National Status with three years' experience in the Grade of Scientist B or above with evidence of research.





- (ii) Candidates who qualified either of the following:
- UGC-CSIR/JRF/NET/SET/SLET/GATE/GPAT Exam; Rajiv Gandhi Fellowship awardees; Teacher-fellowship holders; INSPIRE/ or candidates who are awarded Fellowships directly or by other funding agencies ICAR/ ICHR/ ICMR/ DBT/ DST) or
  - Awarded M.Phil. as per UGC regulations - 2009 / 2016 with at least 55% in aggregate or equivalent grade in course work in concerned subject.

Category	Weightage in lieu of RAT
UGC- CSIR JRF	70 marks
Candidates sponsored under an MoU between MANUU and an Institution / Industry / Corporate entity / Govt. or Non-Government organization / Agency	70 marks
Scientists (or Equivalent posts) working in Research Laboratories either owned or managed by the Central / State Government or an Autonomous Research Institution of National Status with three years experience and evidence of research	70 marks
UGC NET/ SET / SLET / GATE / GPAT Exam	60 marks
Rajiv Gandhi Fellowship awardees; Teacher-fellowship holders; INSPIRE/ or candidates who are awarded Fellowships directly or by other funding agencies ICAR/ ICHR/ ICMR/ DBT/ DST)	60 marks
M.Phil. candidates who have been admitted through entrance test and awarded degree	50 Marks

- (iii) A candidate seeking admission in Ph.D. programme under sponsored category or part-time has to choose one of the emerging areas of research identified and notified by the department concerned. Candidates invited for interview for admission of Ph.D. programme are required to submit a research proposal in the identified area of research which will be evaluated by the Interview Board / DRC.

### 7.3. Reservation in Ph.D. Part time Programme in Sponsored / Self-financing Mode category admissions

The University follows the reservation policies of the Government of India issued from time to time. To accommodate adequate representation of various categories of candidates as an inclusive policy. The applicants claiming any of these categories need to submit the valid proof of the caste/ tribe/ other reservation in the prescribed form issued by the competent authorities as per the Government of India norms at the time of admission, failing which applicant shall not be considered for admission.

Reservation for Admission shall be based on the criteria notified by the University, and the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, applicable to SC/ST/OBC/EWS (NCL) and certain other categories as per University norms.

The following table summarize **quota** for SCs/STs/OBCs and EWS Categories as per Govt. of India and University norms in each programme:

Reservations:		
A	Schedule Caste (SC)	15%
B	Scheduled Tribe (ST)	7.5%
C	Other Backward Class (Non-Creamy Layer)	27%
D	Economically Weaker Sections (EWS)	10%
5% relaxation in Qualifying Examination Marks will be given to SC/ST/OBC Candidates		



#### 7.4. Fee Payment and Refund Policy

**Fee Payment:** The candidates selected for the programs shall be informed through email about the fee details (as prescribed in the prospectus) and the procedure of payment at the time admission.

**Fee Revision:** University reserves the right to revise the fee structure of any program during the course period.

**Fee Refund Policy:** On cancellation the fee paid will not be refunded under any circumstances.

#### 7.5. Other Important Instructions for Admission

1. Incorrect/ incomplete Application Forms shall be rejected. Therefore, candidates are advised to read the prospectus carefully before filling and submitting the Application Forms.
2. The candidates are advised to take utmost care while filling the columns of Name and Date of Birth (as in 10<sup>th</sup>/matriculation/SSC or Equivalent).
3. The University has the right to reject the application and to cancel the admission of any candidate on valid reasons as per the norms of the University. All admissions are provisional; the University has the right to cancel the admission of any student at any point of time.
4. No Candidate is allowed to pursue two degree programs (UG/PG) from any university and in any mode (regular / part time) simultaneously with the research programme.
5. If a candidate fails to complete admission formalities by the prescribed date, he/she shall forfeit his/her right to admission.
6. If any error or omission is detected in the information furnished by the candidate in the application form or if any document is found to be defective at the time of verification, or at any time even after the candidate is admitted, the candidate's admission shall stand canceled. Fee paid to the University shall not be refunded. University may initiate due legal action for cases of fraud.
7. If an applicant is an employee (public or private sector organization), he/she shall submit a certificate of leave along with 'No Objection Certificate', for the duration of the program from his/her employer at the time of admission.
8. Selected candidates are not allowed to complete admission formalities in absentia.
9. Students admitted in all programs shall abide by the rules notified by the University from time to time.
10. **Admission Test Model Papers:** The previous year's entrance test papers for all the programs are available on the University website. The test will be only in multiple choice questions format. Answer sheet will be in the form of OMR sheet ([http://www.manuu.edu.in/Eng-Php/entrance\\_regular.php](http://www.manuu.edu.in/Eng-Php/entrance_regular.php)).
11. **Merit lists:** Merit list of candidates qualifying the entrance test and list of qualified candidates shall be displayed as per schedule on the Notice Boards of the Departments/Colleges/Centers and also on University website. Candidates shall also receive updates through SMS and e-mail about their admissions if they are qualified/ selected.
12. **Jurisdiction for Legal Matters:** All legal disputes shall be restricted to the **jurisdiction of the courts of Hyderabad only.**
13. **Refund of multiple payments:** In case of multiple successful transactions the candidate has to send an e mail to [admissionsregular@manuu.edu.in](mailto:admissionsregular@manuu.edu.in) with all details and copies of payment receipts within 2 weeks of payment . After due verification the refund process will be initiated.

#### 8. Submission of Admission Form

1. The candidates are required to compulsorily go through the prospectus before filling up their Application for admission.
2. Candidates are advised to carefully read and follow the **instructions provided online** during the Form Submission Process.
3. Incorrect/ incomplete application forms shall be rejected. Therefore, candidates are advised to read the prospectus carefully before filling and submitting the Application Form.
4. To register for admission candidates are required to use the online form available at MANUU Admission Portal [www.manuu.edu.in](http://www.manuu.edu.in), <https://manuucoe.in/PTAdmission/index.php/> .
5. The Online Form submission process consists of two-phases viz. -
  - a. **Candidate's Registration:** Entry of Basic Profile of the Candidate, and



- b. **Application Submission:** Choosing of Program(s), Category and Submission of Application Fee described in the relevant Section of the Prospectus.
6. Before applying for admission, a candidate is advised to ensure his/her eligibility as per the criteria laid down in the prospectus.
  7. Following information should be readily available with the candidate during the Registration process:
    - a. A valid e-mail ID and Mobile number . All future communication with the candidate will only be sent using candidate's registered email id and mobile number.
    - b. Scanned copy of candidate's colored passport size photograph (Maximum 100KB in size) in JPG/JPEG format with White Background.
    - c. Scanned copy of candidate's signature (Maximum 100 KB in size) in JPG/JPEG format.
    - d. Scanned copy of the certificate of Urdu taken as a subject or as a Medium in 10th/10+2 level or equivalent .
    - e. Details for Online Payment viz Credit Card, Debit Card or Net Banking .
  8. Once the registration process is successfully completed the system will send an email and SMS bearing the **unique Registration Number and a verification code to verify the email id and mobile number.**
  9. Registered candidate can access the admission portal using Registration Number as **login ID** and Verification Code as **Password.**
  10. After successful login into admission portal candidate may proceed to apply for the program(s) of his/her choice and pay the application fee.
  11. Application Fee should be remitted through **Online Mode** only using Credit Cards/ Debit Cards / Net Banking.
  12. Candidates are advised to retain hard copy of the Application Form after the fee is paid successfully. Candidates need not send hard copy of the application to MANUU.

### 9. Fee structure for Ph.D. Part time Programme in Sponsored / Self-financing Mode

S.No	Fee	Amount
1	Registration cum Application fee	Rs. 1500/-
2	Admission Fee	Rs. 5000/-
3	Course work fees	Rs. 20,000/- @ Rs. 5000 per course
4	Semester fee for sponsored/part-time candidates	Rs. 22,000/- per semester.
5	Topic modification / Synopsis resubmission fee	Rs. 5000/-
6	Thesis submission and Evaluation fee	Rs. 25,000/-



## 10. Important Addresses and Telephone Numbers

S.No	Department	Tel. No./ E-mail
1.	Dean, School of Commerce and Business Management	<a href="mailto:9848423435/dean.bmc@manuu.edu.in">9848423435/dean.bmc@manuu.edu.in</a>
2.	Dean, School of Sciences	<a href="mailto:9598066258/dean.sos@gmail.com">9598066258/dean.sos@gmail.com</a>
3.	Dean, School of Technology	<a href="mailto:8297097786/dean.sot@manuu.edu.in">8297097786/dean.sot@manuu.edu.in</a>
4.	Dean, School of Education & Training	<a href="mailto:9502152301/dean.education@manuu.edu.in">9502152301/dean.education@manuu.edu.in</a>
5.	Head, Department of Management & Commerce	9404485477/ <a href="mailto:hod.bmc@manuu.edu.in">hod.bmc@manuu.edu.in</a>
6.	Head, Department of Computer Science & Information Technology.	9811584058/ <a href="mailto:hod.csit@manuu.edu.in">hod.csit@manuu.edu.in</a>
7.	Head, Department of Education & Training	9440990448 / <a href="mailto:hod.education@manuu.edu.in">hod.education@manuu.edu.in</a>
8.	Head, Department of Mathematics	8886269350/ <a href="mailto:hod.maths@manuu.edu.in">hod.maths@manuu.edu.in</a>
9.	Physics section	9849098620/ <a href="mailto:aleem.physics@manuu.ac.in">aleem.physics@manuu.ac.in</a>
10.	Chemistry section	9598066258/ <a href="mailto:sahmad_phd@yahoo.co.in">sahmad_phd@yahoo.co.in</a>
11.	Botany section	9440366462/ <a href="mailto:maqboolmanuu@yahoo.com">maqboolmanuu@yahoo.com</a>
12.	Zoology section	9885186923/ <a href="mailto:parveenjahan@manuu.edu.in">parveenjahan@manuu.edu.in</a>
13.	H.K. Sherwani Centre for Deccan Studies	<a href="mailto:9849086095/salmafarooqui@manuu.edu.in">9849086095/salmafarooqui@manuu.edu.in</a>
14.	Director, Directorate of Admissions	040-23006612/ EXTN 1801 <a href="mailto:dir.admissions@manuu.edu.in">dir.admissions@manuu.edu.in</a>
15.	Office of Controller of Examinations	040-23006605/ <a href="mailto:coe@manuu.edu.in">coe@manuu.edu.in</a>
16.	Office of DSW	9885700584/ <a href="mailto:dsw@manuu.edu.in">dsw@manuu.edu.in</a>
17.	Office of Dean Academic Affairs	040-23006612/ EXTN 1610/ <a href="mailto:academics@manuu.edu.in">academics@manuu.edu.in</a>
18.	Public Relations Office	040-23006606/ <a href="mailto:proffice@manuu.edu.in">proffice@manuu.edu.in</a>
19.	University EPABX numbers	040-23006612 to 15



## 11. Format of Experience letter, NOC, OBC, EWS Certificates

### Experience Letter

#### **Name of the Organisation**

(It has to be the top of the page. Mostly an organisation's name is clearly mentioned on the official letterhead.)

#### **TO WHOM IT MAY CONCERN**

#### **Date of Issuance**

(This part includes an exact date of issuance of the experienced letter and the employee's leaving the organisation)

Name of the Employee

Tenure of Service (The tenure of service comprises the period of employment, nature of employment & duration)

Designation

Roles and Responsibilities

Brief description of the employee's course of employment and a positive statement from their manager or supervisor.

Include a signature line. The letter should end with a professional signature line, which will include the name of the employer who writes the letter, the designation and the company's seal and signature); For example,

**Sincerely,**

**Employer's Name**

**Designation**

**Signature**

**Company's Seal**





No-Objection Certificate for  
Ph.D. Part time Programme in Sponsored / Self-financing Mode Candidates  
(This should be typed on the letterhead of the employee's organization)

To  
The Director  
Directorate of Admissions  
MANUU, Gachibowli, Hyderabad  
Reference No.: .....

Date: .....

Sub.: No-Objection Certificate for pursuing Ph.D. Part time Programme in Sponsored /  
Self-financing Mode at MANUU Hyderabad.

Dear Sir/Madam,

We have no objection if  
Mr./Ms.....an  
employee of our organisation/ institute, is admitted to the Ph.D. Programme under the  
School/Center of.....at MANUU Hyderabad as a Ph.D. Part time  
Programme in Sponsored / Self-financing Mode Candidate.

It is certified that he/ she has completed .....years of service in our  
organization/institute as a regular employee.

We shall give him/her leave of absence at our organization to attend classes of course work of  
Ph.D. Part-time programme in Sponsored Self Finance mode at MANUU Hyderabad.

Signature & Seal of Head of the Organization/ Institute



Candidates are required to upload the valid OBC/ EWS certificates in the following formats

### OBC-NCL Certificate Format (Issued after Jan, 2021)

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_ Son/  
 Daughter\* of Shri/Smt.\* \_\_\_\_\_ of Village/  
 Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_  
 in the State/Union Territory \_\_\_\_\_ belongs to the  
 \_\_\_\_\_ community that is recognized as a backward  
 class under Government of India\*\*, Ministry of Social Justice and Empowerment's  
 Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ \*\*\*  
 Shri/Smt./Kum. \_\_\_\_\_ and/or \_\_\_\_\_  
 his/her family ordinarily reside(s) in the \_\_\_\_\_  
 District/Division of the \_\_\_\_\_ State/Union Territory. This is  
 also to certify that **he/she does NOT belong to the persons/sections (Creamy Layer)**  
 mentioned in Column 3 of the Schedule to the Government of India, Department of  
 Personnel & Training O.M. No. 36012/22/93- Estt. (SCT) dated 08/09/93 which is  
 modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified  
 vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM  
 No.36036/2/2013-Estt (Res) dtd. 30/05/2014.

District Magistrate /  
 Deputy Commissioner /  
 Any other Competent Authority

Dated:

Seal

- \* Please delete the word(s) which are not applicable.
- \*\* As listed in the Annexure (for FORM-OBC-NCL)
- \*\*\* The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides



## OBC-NCL Certificate Format (Issued after Jan, 2021)

### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of Shri/Smt.  
\_\_\_\_\_ of Village/Town \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

Community which is recognized as a backward class under:

- a) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- b) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- c) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- d) Resolution No. 12011/96/94-BCC dated 9/03/96.
- e) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- f) Resolution No. 12011/13/97-BCC dated 03/12/97.
- g) Resolution No. 12011/99/94-BCC dated 11/12/97.
- h) Resolution No. 12011/68/98-BCC dated 27/10/99.
- i) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- j) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- k) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- l) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- m) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- n) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- o) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. \_\_\_\_\_ and/ or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of \_\_\_\_\_ State. This is also to certify  
that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the  
Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is  
modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: \_\_\_\_\_

District Magistrate/  
Deputy Commissioner, etc.

Seal

#### NOTE:

- The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- The authorities competent to issue Caste Certificates are indicated below:
  - a) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tehsildar' and
  - d) Sub-Divisional Officer of the area where the candidate and / or his family resides.





## EWS Certificate Format (Issued after Jan, 2022)

7

Annexure-I

Government of .....

(Name & Address of the authority issuing the certificate)

### INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

*G. Srinivasan*



***Directorate of Admissions***

Room No. 20, Ground floor, Administrative Building,  
Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032, Telangana  
**Tel:** 040-23006605.; **EPABX:** 040 – 23006612/13/14/15 –Ext-1800/1801  
**E-mail:** [admissionsregular@manuu.edu.in](mailto:admissionsregular@manuu.edu.in); **website:** [www.manuu.edu.in](http://www.manuu.edu.in)



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officialmanuu



imcmanuu



manuuhyd