



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

Accredited with 'A⁺' Grade by NAAC

Visitor

Smt. Droupadi Murmu

Hon'ble President of India

Chancellor

Shri Mumtaz Ali

Vice-Chancellor

Prof. Syed Ainul Hasan

Registrar

Prof. Sk. Ishtiaque Ahmed

Director

Prof. Mohd Razaullah Khan

Center for Distance and Online Education



Shri Mumtaz Ali (Chancellor, MANUU)
being felicitated by
Prof. Syed Ainul Hasan (Vice Chancellor, MANUU)

Medium of Instruction and Examinations

As per provisions under the Maulana Azad National Urdu University Act 1996, the Medium of Instruction is Urdu. As per the Academic Ordinance

(3) framed under the University Act and notified in the Gazette of India vide notification MANUU/Admin.I/F.I/2006-07/716 dated 7th April 2005

"Question papers for all Examinations shall be set and answered in the Urdu Language subject to the condition that question papers for all examinations in the languages shall be set and answered in the respective languages."

In the light of above Ordinance, and Statutory provisions, it is hereby reiterated that all the question papers shall be in Urdu and the students shall write the answer in Urdu, except for languages like Arabic, English, Hindi and Persian. If a student fails to write answers in Urdu, no marks shall be awarded to him/her.

From the Vice Chancellor's Desk

As the Vice Chancellor of the Maulana Azad National Urdu University, I believe that the pinnacle of excellence in interdisciplinary research, innovation, and inclusive societal advancement can be achieved through education in the Urdu language. I imagine a future when our students can become visionary leaders with the knowledge, empathy, and willpower to make a world filled with positive change and limitless opportunity.

Standing at the juncture of last 27 years, to create this eco-system, I have a vision for the next 10 years: including experienced individuals in the university's administration, decentralizing power and responsibility and raising the standard of work are crucial factors for inculcating a model of good governance. This is consistent with the ideas of effectiveness, competitiveness, independence, and self-sufficiency so that workable solutions can be developed by utilizing the core competencies of all stakeholders to address the issues the university is experiencing.

The University has made some significant decisions in the implementation of fresh concepts in the light of NEP 2020 in order to meet the current demand for a healthy academic environment. The introduction of foreign languages is one idea for which Urdu can serve the finest purpose in the field of translation and interpretation. There has been an emphasis on fusing several disciplines together to foster interdisciplinary and multilingual traditions. This would enable integration of subjects and cross cultural research cutting across boundaries.

Another area in which we are able to maintain our source of knowledge, while adopting a clear strategy to empower our students professionally is through implementing programs in skill development. As a result, several of the disciplines are gaining increasing acceptance and support from other institutions and from students both inside and beyond the state.

As a major portion of students admitted to our university come from socially and economically disadvantaged backgrounds, stronger connections are being established with the madrassas through both physical and virtual channels. As per the mandate of the statute of the university, the institution is also now able to attract a large number of girls' students in regular as well as distance learning programs. This demonstrates the University's reach at all levels.

All put together, there is a bright future that beckons you to this University.

Prof. Syed Ainul Hasan
Vice-Chancellor

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UGC-DEB Communication dated 18.07.2025

EXPERT COMMITTEE INTERFACE MEETING – ASSESSMENT FORMAT

ODL PROGRAMMES

HEI details

Name of HEI:	Maulana Azad National Urdu University
State:	Telangana
Year of establishment of HEI:	Jan 1998
Type of HEI:	State
Registration ID:	HEI-P-U-0023
Date of submission of proposal on Portal:	09-04-2025
Whether the HEI is recognized by UGC as per UGC (Open and Distance Learning) Regulations, 2017 / UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020	Yes UG:04 PG:06

Proposed programme(s) details

Total No. of Proposed Programme(s):	05
Number of Proposed UG programmes:	Total:04 UG (Hons. programme(s) with 4 years duration): 03
Number of Proposed PG programmes:	01
Number of Proposed Post Graduate Diploma programmes:	NIL
Number of Science based programmes:	NIL

Expert Committee Observations/Recommendations

1. Institutional level assessment:

Sr. No.	Provisions	Documentary evidence submitted (Yes/No)	Complied (C) / Not Complied (NC)
a.	HEI under 2(f) or Section 3	Yes, Section 2(f)	Complied
b.	For Dual Mode University: NAAC: NAAC score ≥ 3.01 ; valid as on 10th November, 2024 or NIRF: In top 100 university category at least once in two preceding cycles For Open University: NAAC: Any Valid NAAC score; valid as on 10th November, 2024	Yes NAAC score - 3.36 Valid upto 19.12.2027	Complied
c.	Affidavit submitted: Original (Hard copy) In the prescribed format Duly notarized Duly signed (For Dual Mode Universities- VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar)	Yes Yes Yes Yes	Complied
d.	Undertaking submitted: Original In the prescribed format Duly signed ((For Dual Mode Universities - VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar)	Yes	Complied
e.	Appointment of Director/ Head of School(s) For Dual Mode University: Centre of Distance and Online Education Regular, full time, atleast Associate Professor For Open University: For Open University, Head for each school at Associate Professor level	Yes	Complied
f.	Availability of Administrative staff as per Regulations	Yes	Complied
g.	Territorial Jurisdiction as per UGC (ODL Programmes and Online Programmes) Regulations, 2020 based on TYPE of the HEI	Yes	Complied
h.	Built up area is adequate as per Regulations	Yes	Complied
i.	A copy of the application is displayed on HEI website	Yes	Complied
j.	Only For Central/State/Private HEIs: Submission of Affidavit for offering UG, PG and PGD programmes falling under the discipline of Management, Computer Applications and Travel and Tourism: Original (Hard copy) In the prescribed format along with proposed programmes name Duly notarized Duly signed (For Dual Mode Universities- VC/Registrar and Director CDOE) and (For Open Universities - VC and Registrar)	NA	NA

k.	For 4-year Bachelor's Degree (Hons.) programme: Approval of statutory body of HEI for offering the 4-year Bachelor's Degree (Hons.) programme, based on NEP recommendations	NA	NA
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2. Programme Level Assessment

1. Proposed Programmes Name (other than Science programme(s))

Assessment Points	I. No. of Credits	II. Programme offered in Conventional mode along with no. of batch passed out (For Dual Mode HEIs)	III. Equivalence to Conventional mode (For Dual Mode HEIs)	IV. Faculty	V. PPR & SLM	VI. Assessment	VII. Regulatory Authority (RA) Approval; if applicable	VIII. Proposed Intake	Complied (C) / Not Complied (NC)
Name of Programme(s) with Duration									
1. BACHELOR OF EDUCATION (02 years)	80	Yes (18)	Yes	Yes	Yes	Yes	Yes	NA	Complied
2. BACHELOR OF ARTS (HONS) (WITH DUAL MAJOR) (04 years)	160	Yes (08)	Yes	Yes	Yes	Yes	NA	NA	Complied
3. BACHELOR OF COMMERCE (HONS) (ACCOUNTING & FINANCE) (04 years)	160	Yes (08)	Yes	Yes	Yes	Yes	Yes	NA	Complied
4. MASTER OF BUSINESS ADMINISTRATION (FINANCE AND MARKETING) (02 years)	106	Yes (18)	Yes	Yes	Yes	Yes	NA	1000	Complied

Note: Checklist of Assessment points –I (1AP), II (4APs), III (5APs), IV (3APs), V (7APs), VI (1AP) and VII (2AP) are given below the table.

2.2 Proposed Science based Programme

HEI eligible for offering science programme(s)	Yes
(Eligibility: NAAC score of 3.26 and above or by the Open universities or by the HEI having rank in top-100 in University category of NIRF, at least twice in three preceding cycles)	NAAC Score: 3.36

Assessment Points	I. No. of Credits	II. Programme offered in Conventional mode along with no. of batch passed out (For Dual Mode HEIs)	III. Equivalence to Conventional mode (For Dual Mode HEIs)	IV. Faculty	V. PPR & SLM	VI. Assessment	VII. RA Approval; if applicable	VIII. Intake & LSC	Complied (C) / Not Complied (NC)
Name of Programme(s) with Duration									
I. BACHELOR OF SCIENCE (HONS) (WITH DUAL MAJOR) (04 years)	160	Yes (08)	Yes	Yes	Yes	Yes	NA	Yes	Complied

Note: Checklist of Assessment points - I(1AP), II(4APs), III (5APs), IV (3APs), V (7APs), VI(1AP), VII(2AP) and VIII(3APs) are given below the table.

Programme Level Assessment Checklist:

I. No. of Credits a. Number of Credits for proposed programme(s) as per UGC Guidelines/Norms/Regulations.	II. Programme offered in Conventional mode (For Dual Mode HEIs) a. Programme offered in conventional mode with same nomenclature b. One batch passed out c. Compliance of programme offered not only through affiliated colleges d. For 4-year Bachelor's Degree (Hons.) programme: points a, b and c above shall be applicable to corresponding 3 year Bachelor's Degree programme
III. Equivalence to Conventional mode (For Dual Mode HEIs) a. Same Entry Level Qualifications b. Same Curriculum c. Same Teaching-Learning Scheme d. Same Pattern of Question Papers for End Semester Examination or Term End Examination e. Same Pass or Fail Criteria	IV. Faculty a. Adequate Faculty availability b. Faculty on 'full-time' dedicated basis c. Appropriate designations
V. PPR & SLM a. PPR approved by HEI Statutory Authorities b. SLM approved by HEI Statutory Authorities c. Format of PPR as per Annexure V d. Minimum 60% contents developed in-house and details of outsourced content (if applicable) e. SLM preparedness f. Plagiarism check report g. For 4-year Bachelor's Degree (Hons.) programme only: PPR mentioning major subjects	VI. Assessment a. Minimum 70% summative assessment (term end examination) and Maximum 30% formative assessment
VII. Regulatory Authority Approval; if applicable a. Specific approval of the programme mentioning the mode of delivery & academic year b. As per 578th Commission decision, Central or State or Private Universities don't require prior approval/recommendation/NOC from AICTE for offering of Undergraduate, Postgraduate and Postgraduate Diploma programmes falling under the discipline of Management, Computer Applications and Travel and Tourism. However, Deemed to be Universities are still required to seek prior approval/recommendation/ NOC of AICTE for offering of such programmes in ODL and/or Online mode.	VIII. Intake & LSC a. Intake - max. 3 times the conventional intake b. Programme to be offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme under conventional mode at least for seven years. c. In case of Open University, intake shall be commensurate with the capacity of the Learner Support Centres (for Open and Distance Learning only) to provide lab facilities to the admitted learners.

Sr. No.	Defect/Deficiency	Document submitted (Yes/No)	Relevance of submitted document in respect of deficiency	Complied (C) / Not Complied (NC)	Remarks, if any
1.	A copy of the application is displayed on HEI's website	Yes	Yes	Complied	
2.	Appointment letter, Joining Report and qualification details is to be submitted for Director, CDOE.	Yes	Yes	Complied	
3.	Documentary proof regarding proposed programme being offered in conventional mode and number of batches passed out is to be submitted.	Yes	Yes	Complied	
4.	Proposed Bachelor of Science (Hons) (With Dual Major) and Bachelor of Arts (Hons) (With Dual Major) programme(s) are not as per UGC, Specification of Degrees, 2014 and its amendments.	Yes	Yes	Complied	
5.	Documentary proof of Science programme(s) being offered from the Head Quarters and/or only from such Learner Support Centres which are offering same programme(s) under conventional mode at least for seven years.	Yes	Yes	Complied	
6.	Copies of PPRs are not as per UGC (ODL programmes and Online programmes (Regulations, 2020, for all the proposed programmes except B.Ed. programme.	Yes	Yes	Complied	
7.	Approval of statutory bodies for all PPRs is to be submitted.	Yes	Yes	Complied	
8.	Copy of approval of statutory bodies for SLMs of all the proposed programmes is to be submitted (as per duration of the programmes)	Yes	Yes	Complied	
9.	Preparedness of SLM is not as per UGC (ODL programmes and Online programmes (Regulations, 2020). • Details of SLM for both proposed UG & PG programmes are to be submitted	Yes	Yes	Complied	
10.	Plagiarism report for In-house developed SLM is to be submitted.	Yes	Yes	Complied	
11.	HEI needs to submit affidavit for proposed Master of Business Administration (Finance and Marketing) programme in the prescribed format.	Yes	Yes	Complied	
12.	NCTE approval is to be submitted for proposed B.Ed. programme	Yes	Yes	Complied	
13.	Appointment letter and Joining report submitted for faculty of proposed programmes	Yes	Yes	Complied	
14.	Approval of statutory bodies of HEI for offering the 4-year bachelor's degree programme(s) based on NEP recommendations.	Yes	Yes	Complied	
15.	Documentary proof to be submitted regarding maximum student intake for proposed Master of Business Administration programme.	Yes	Yes	Complied	
16.	Documentary evidence is to be submitted regarding number of Batch passed of 3 years Under Graduate programme(s) in conventional/ODL mode	Yes	Yes	Complied	
17.	Copies of PPR mentioning major subjects is to be submitted	Yes	Yes	Complied	
18.	Preparedness of SLM submitted (First two years) for the proposed 4 years UG programmes is to be submitted.	Yes	Yes	Complied	

19.	Copy of approval of statutory bodies for PPR & SLMs of 4 year UG programme(s) is to be submitted	Yes	Yes	Complied	
All defects/deficiencies complied			Yes	Complied	

Note:-

a) Programme(s) under the ambit of Regulatory Authorities have been considered on the basis of communication/recommendation received separately from respective Regulatory Authority. In case of approval/recommendation received from Regulatory Authority, HEI shall abide the conditions such as number of seats, valid academic year etc. mentioned in the relevant Regulatory Authority letter.

b) As per 578th Commission decision, Central or State or Private Universities don't require prior approval/recommendation/NOC from AICTE for offering of Undergraduate, Postgraduate and Postgraduate Diploma programmes falling under the discipline of Management, Computer Applications and Travel and Tourism. However, Deemed to be Universities are still required to seek prior approval/recommendation/ NOC of AICTE for offering of such programmes in ODL and/or Online mode.

4. Recommendations Summary:

Sr. No.	Programme Name	Recommended /Not Recommended	Remarks, if recommended/ Reason(s); if not recommended
1.	BACHELOR OF EDUCATION (02 years)	Recommended	
2.	BACHELOR OF ARTS (HONS) (WITH DUAL MAJOR) (04 years)	Recommended as BACHELOR OF ARTS (HONS) (4 Years)	
3.	BACHELOR OF COMMERCE (HONS) (ACCOUNTING & FINANCE) (04 years)	Recommended as BACHELOR OF COMMERCE (HONS) (4 Years)	
4.	BACHELOR OF SCIENCE (HONS) (WITH DUAL MAJOR) (04 years)	Recommended as BACHELOR OF SCIENCE (HONS) (4 Years)	
5.	MASTER OF BUSINESS ADMINISTRATION (FINANCE AND MARKETING) (02 years)	Recommended as MASTER OF BUSINESS ADMINISTRATION with an intake of 1000 learners	

5. Overall Remarks, if any:

HEI shall offer programmes found recommended in Table 4 above from the academic year 2025-26, academic session beginning July-August, 2025 and onwards.
HEI shall offer Master of Business Administration Programme found complied in Table 4 above with an intake of 1000 learners from the academic year 2025-26, academic session beginning July-August, 2025 and onwards.



1. About Maulana Azad National Urdu University (MANUU)

Maulana Azad National Urdu University (MANUU) is a central university established in 1998 by an Act of Parliament, with all-India jurisdiction. The university's headquarters and main campus are located at Gachibowli, Hyderabad, spread across 200 acres.

MANUU is widely recognised as a major provider of higher education in the Urdu medium, catering to learners across remote and underserved regions through both regular and distance education programmes. The university began offering distance education programmes in 1998 and later expanded its academic and research portfolio with the introduction of regular programmes in 2004.



The university is named after Maulana Abul Kalam Azad, a distinguished scholar, prolific writer, renowned orator, valiant freedom fighter, and a visionary architect of India's post-independence education system, particularly in the fields of technical and scientific education.

Currently, MANUU is actively consolidating its academic institutions while striving to expand its reach through various strategic initiatives. In response to the growing aspirations of youth—especially those from the Urdu-speaking community—the University continues to make significant strides in academics, research, and governance, guided by its clearly defined vision, mission, and objectives.

Vision

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

Mission

To empower socially, economically, educationally, and culturally marginalised sections of the society so that they are brought into the mainstream and thereby contribute to the socio-economic development of the nation through formal and non-formal modes of education.

Mandates & Objectives

The objectives of the university as per Section 4 of the 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 programmes of higher education and training in Urdu medium through teaching on the campus as well as through distance mode.
- To provide focus on women's education.

To achieve its objectives, the university endeavours to:

- Provide a positive learning experience to the students through the Urdu language, with due emphasis on interactive and innovative teaching and learning, as well as engagement in social outreach.
- Adhere to global best practices and benchmarks with respect to academic and research outcomes, as well as 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 and sponsored research & consultancy.
- Improve the quality of life of impoverished millions by producing competent manpower who can contribute to the growth of the national economy.
- Utilise the resources effectively and optimally, as well as transform the university into a smart, digital, and clean campus with specific action-driven initiatives.

Schools and Departments of the University

In pursuit of its vision and mission, the university has established eight (8) schools of studies to impart various academic programmes under regular mode through various departments. There are colleges of teacher education, polytechnics, and ITIs located across India.

The departments currently offer 120 programmes in regular mode. The university also offers technical diploma programs through Polytechnics (08 Diplomas) and vocational programs through Industrial Training Institutes (08 Trades). The University also offers PG, UG,

diploma and certificate programs through ODL under the Centre for Distance and Online Education.

2. About the Centre for Distance and Online Education (CDOE)

The Centre for Distance and Online Education (CDOE) at Maulana Azad National Urdu University is committed to expanding access to higher education by reaching learners who are unable to pursue their academic goals through traditional, campus-based programmes. Open and Distance Learning (ODL) serves as an inclusive and flexible mode of education, particularly suited for individuals who wish to continue their studies while managing professional responsibilities or personal commitments from their own location.

CDOE offers a wide range of academic programmes through distance mode and operates an extensive support infrastructure, which includes:

- 9 Regional Centres (RCs)
- 6 Sub-Regional Centres (SRCs)
- 156 Learner Support Centres (LSCs)
- 20 Programme Centres (for B.Ed. ODL)
- 5 exclusive Examination Centres

These centres collectively cater to thousands of students across the country each year.

To ensure academic and technological enrichment of its programmes, CDOE works in close coordination with:

- Instructional Media Centre (IMC)
- Centre for Information Technology (CIT)
- Directorate of Translation, Translation Studies, Lexicography and Publications (DTTLP)
- Centre for Internal Quality Assurance (CIQA)

CDOE faculty members, with the support of the IMC, develop high-quality video lectures to provide a flexible “anytime, anywhere” learning environment. These are accessible on the dedicated MANUU YouTube channel: <https://www.youtube.com/imcmanuu>. A rich repository of audio-visual content is already available, and new material is produced and

uploaded regularly.



The Centre is also in the final phase of launching its own Digital Multimedia Centre (DMMC) to further enhance the learner experience. In addition, Self-Learning Materials (SLMs) are made available both in print and as soft copies through the university's website.

To make ODL programmes more learner-centric and of higher quality, CDOE has adopted the Choice Based Credit System (CBCS) for both undergraduate and postgraduate programmes. The curriculum for these programmes is aligned with that of the regular mode as per UGC-DEB regulations. The 4YUG Programmes are also introduced in ODL mode from the current year.

In its academic and administrative operations, the Centre actively integrates Information and Communication Technology (ICT). All admissions are processed through a fully online system, and learners are kept informed through SMS alerts regarding key activities such as course registration, SLM dispatch, and assignment updates.

Vision

To be an internationally recognized open and distance learning centre engaged in empowerment of Urdu-speaking people through distance education programmes

Mission

- To enhance access to education and training programs for the Urdu-speaking population through ODL, particularly to “reach the unreached”
- To provide focus on women’s education and training through ODL
- To provide greater access to continuing professional education and training and more opportunities for lifelong learning
- To create capacity for the use of ODL technologies to enrich the learning process
- To undertake research studies in ODL for system development

Objectives

- To generate employment opportunities through ODL
- To make adequate efforts toward flexibility in learning
- To ensure quality higher education to the target group
- To enable blended learning with in-person and online counselling cum contact classes
- To facilitate greater vertical and horizontal mobility in higher education
- To integrate non-conventional Urdu learners into formal education system
- To enhance the gross enrolment ratio (GER) based on market needs, gaps and trends in addition to the societal demands
- To implement national-level educational policies like NEP 2020

3. Master of Business Administration (MBA)

3.1 Introduction

The Centre for Distance and Online Education (CDOE), Maulana Azad National Urdu University (MANUU), is proud to introduce the *Master of Business Administration (MBA)* programme under Open and Distance Learning (ODL) mode from the academic year 2025–26, July Session. MANUU has been offering an MBA programme in regular mode at the headquarters in the School of Commerce & Business Management since 2004. This is the first time MANUU is offering the MBA programme through distance mode, making it a

landmark initiative to expand professional education opportunities for Urdu-speaking learners across India.

The MBA programme is designed to provide flexible, accessible, and high-quality management education to working professionals, graduates, and entrepreneurs who are unable to attend regular university classes. It aims to empower learners with essential business knowledge, leadership capabilities, analytical skills, and ethical grounding to thrive in today's dynamic business environment. The programme is recognised by the University Grants Commission-Distance Education Bureau (UGC-DEB), ensuring its credibility and academic rigour.

3.2 Objectives of the Programme

The MBA (ODL) programme aims to empower learners with comprehensive knowledge and practical competencies to thrive in today's dynamic business environment. The key objectives are to:

- Provide a strong foundation in core areas of management, such as marketing, finance, human resource management, and operations.
- Develop leadership skills, strategic thinking, and effective decision-making abilities.
- Enhance proficiency in business communication, data analysis, and problem-solving techniques.
- Foster an entrepreneurial mindset and encourage innovation and creative thinking.
- Promote ethical, responsible, and sustainable business practices, aligned with global standards.
- Facilitate career advancement by preparing learners for diverse roles in corporate sectors, public enterprises, non-profits, and entrepreneurial ventures.

3.3 Recognition by UGC-DEB

The MBA (ODL) programme is duly recognised by the University Grants Commission - Distance Education Bureau (UGC-DEB), vide its communication dated 18th July, 2025.

3.4 Duration of the Programme

- Minimum Duration: 2 Years (4 Semesters)
- Maximum Duration: 4 Years

Learners must complete all academic requirements within the maximum duration to be eligible for the award of the degree.

3.5 Medium of Instruction

The medium of instruction, course materials, and examinations for the MBA (ODL) programme is **Urdu**. However, learners may refer to additional resources in English where applicable.

3.6 Semester Mode

The MBA programme follows a semester-based structure with two semesters in each academic year.

3.7 Eligibility

To be eligible for admission to the MBA (ODL) programme, candidates must fulfil the following criteria:

- (i) **Citizenship & Residency:** The applicant must be a citizen and resident of India.
- (ii) **Language Requirement:** Must have studied Urdu as a subject/language or as the medium of instruction at the 10th, 12th, or graduation level. Alternatively, candidates who have completed equivalent madrasa education recognised by MANUU are also eligible.
- (iii) **Academic Qualification:** A bachelor's degree (minimum three years) in any discipline from a recognised university with at least 50% aggregate marks.

Note: Relaxation in qualifying marks will be provided to candidates belonging to SC/ST/OBC/PWD categories as per Government of India norms.

3.8 Number of Seats

The intake capacity for the MBA (ODL) programme is **1000 seats** for the academic year 2025–26. Seats will be allocated based on merit in the entrance test and reservation norms as per Government of India guidelines.

3.9 Programme Fee

The total programme fee for the two-year MBA (ODL) in Indian Rupees (INR) is as follows:

Year	Admission Fee (One-time, Non-refundable)	Programme Fee for SC / ST/ PWD/ Women/ Transgender (Annual)	Programme fee for all Other Students (Annual)	Examination Fee (Annual)	Development Fee/Corpus Fund (Annual)	Dissertation/ Project Fee	Total Fee for SC /ST/ PWD/ Women / Transgender Students (Annual)	Total Fee for Other Students (Annual)
I Year	1000	6600	11000	2000	1000	-----	10600	15000
II Year	-	6600	11000	2000	1000	2000	11600	16000
Total for the entire programme of 2 years							22200	31000

Note: The programme fee must be paid in full at the beginning of each academic year. Partial payments or installments are not permitted.

3.10 Fee Revision

The university reserves the right to revise the fee structure of the programme at any time during its duration. All enrolled candidates shall be bound by the decisions of the university authorities and any rules or regulations introduced from time to time.

3.11 Fee Refund Policy

If a student chooses to cancel their admission, the refund of fees will be processed in accordance with UGC guidelines. The refund request must be submitted **only through the SAMARTH portal**. The refund structure is as follows:

Percentage of refund of aggregate fees	Timeline for submission of notice of withdrawal of admission
100%	If the notice is submitted 15 days or more before the formally notified last date of admission.
90%	If the notice is submitted less than 15 days before the formally notified last date of admission.
80%	If the notice is submitted within 15 days after the formally notified last date of admission.
50%	If the notice is submitted between 16 and 30 days after the formally notified last date of admission.
0%	If the notice is submitted after 30 days from the formally notified last date of admission.

3.12 Cancellation of Admission

Admission to the MBA (ODL) programme shall be cancelled without any refund of fees under the following circumstances:

- Submission of false, incorrect, or forged documents
- Claim of incomplete or incorrect eligibility
- Submission of incomplete documentation
- Misconduct or violation of disciplinary norms
- Any other reason deemed valid by the University at its sole discretion.

3.13 Instructional System

The MBA (ODL) programme follows a learner-centric instructional system designed to offer flexibility, accessibility, and academic support through a combination of self-paced study and guided interactions. The key components include:

1. **Printed Self-Learning Material (SLM):** All enrolled learners will be provided with comprehensive printed Self-Learning Material (SLM) that is designed to facilitate independent learning and is aligned with the course objectives. The printed SLMs will be dispatched to the learners via registered post to the postal address provided during admission. While the university endeavours to dispatch the materials in a timely manner, it does not assume responsibility for any delays, losses, or damages caused by the postal department. In addition to the printed format, soft copies (e-SLMs) of the learning materials will be made available through the university's official website. Registered learners can download these e-SLMs at their convenience and use them as an alternative in case of postal delays.
2. **Audio and Visual Lessons:** To enrich the learning experience and provide a multi-sensory approach to education, audio-visual lessons are developed as a supplement to the textual self-learning materials. These lessons are designed to enhance learners' understanding of key concepts through engaging video and audio formats. To ensure wider accessibility and flexible learning, these audio-visual resources are made available online. Learners can access them anytime through the official MANUU YouTube channel at <https://www.youtube.com/imcmanuu>, enabling self-paced and repeated viewing as needed.

3. **Assignments:** Assignments are a compulsory component of the instructional system and carry significant weight in internal assessment. Learners are required to complete and submit assignments as per the schedule and instructions provided by the university. The assignments should be sent via post or in person before the submission deadline, addressed to the coordinator of the respective Learner Support Centre (LSC). The addressees are listed in section 4.8.
4. **Academic Counselling:** Academic counselling sessions will be organised either in person at programme centres or online. These sessions aim to provide personalised academic support in the following areas:
 - Course content and concepts
 - Project or fieldwork
 - Assignment guidance
 - Time management and study skills
 - Examination preparation

3.14 Evaluation

The evaluation system for the MBA (ODL) programme is designed to assess learners through a combination of continuous internal assessment and term-end examinations, ensuring a balanced and comprehensive evaluation process.

- **Internal Assessment (30%):** Each course includes compulsory assignments that account for **30%** of the total marks. Timely submission of assignments is mandatory for eligibility to appear in the term-end examinations.
- **Term-End Examination (70%):** Term-end examinations carry **70%** weightage and will be conducted at designated examination centres. The schedule and venue will be announced in advance on the official university website.
- **Internal Assessment-Based Courses:** There are two subjects in both the I and II semesters, each carrying 2 credits and a maximum of 50 marks. These subjects will not have semester-end exams; instead, assessment will be based on internal submissions.
- **Project Work / Practical Courses:** Wherever applicable, courses will include project work or practical components. These will be evaluated in accordance with the specific course guidelines and will contribute to the final grade.

3.15 Structure of the Programme

The MBA (ODL) programme is a two-year postgraduate degree designed to be completed in four semesters. It aims to equip learners with essential managerial knowledge and skills through a flexible and accessible learning model. The curriculum integrates core business disciplines and is aligned with contemporary industry demands. The structure and course details for the first two semesters are provided as follows.

Note: Details for the remaining semesters will be updated in due course.

Semester - I							
Sl. No.	Course Code	Course Name (Subject)	Structure Code	Credits per Course	Marks		Total Marks
					I	E	
1.	MMBA121CCT	Management Theory	CC	3	30	70	100
2.	MMBA122CCT	Managerial Economics	CC	3	30	70	100
3.	MMBA123CCT	Business Analytics and Statistics	CC	3	30	70	100
4.	MMBA124CCT	Organisational Behaviour	CC	3	30	70	100
5.	MMBA125CCT	Marketing Management	CC	3	30	70	100
6.	MMBA126CCT	Financial Reporting and Analysis	CC	3	30	70	100
7.	PGPA201GET	Introduction to Public Administration	GE	4	30	70	100
8.	MMBA121SET	Life Skills	SEC	2	50	NA	50
9.	MMBA121AET	Enterprise Analysis	AEC	2	50	NA	50
				26			800

Semester - II							
Sl. No.	Course Code	Course Name (Subject)	Structure Code	Credits per Course	Marks		Total Marks
					I	E	
1.	MMBA221CCT	Human Resource Management	CC	3	30	70	100
2.	MMBA222CCT	Business Communication	CC	3	30	70	100
3.	MMBA223CCT	Indian Economy and Business Environment	CC	3	30	70	100
4.	MMBA224CCT	Legal Aspects of Business	CC	3	30	70	100
5.	MMBA225CCT	Financial Management and Planning	CC	3	30	70	100
6.	MMBA226CCT	Business Research Methods	CC	3	30	70	100
7.	PGED201GET	Teaching and Learning	GE	4	30	70	100
8.	MMBA221SET	Mentoring and Coaching Skills	SEC	2	50	NA	50
9.	MMBA222AET	Industry Analysis	AEC	2	50	NA	50
				26			800

Legend – Structure Code

CC: Core Course, GE: Generic Elective, SEC: Skill Enhancement Course, AEC: Ability Enhancement Course, I: Internal Assessment, E: End-Semester Examination, NA: Not Applicable.

4. Admission Process

Admission to the MBA (ODL) programme is based on merit in the entrance test conducted by Maulana Azad National Urdu University (MANUU). The application process is fully online.

Steps to Apply

- Candidates must apply online through the University portal:

<https://manuuadmission.samarth.edu.in>

- All required documents must be uploaded in soft copy format at the time of form submission.
- A non-refundable registration fee of Rs. 1,000/- must be paid online.
(In case of a double transaction, excess payment may be refunded after verification.)

Post-Selection Verification

- After selection based on entrance test results, original documents will be verified at the time of admission.
- Candidates claiming reservation benefits (SC/ST/OBC/EWS/PWD, etc.) must upload valid supporting documents. These will be verified during the admission process.

Note: Incomplete applications will be summarily rejected. The university will not entertain any requests for a refund of the registration fee, except in the case of verified duplicate payments.

4.1 Entrance Test

The entrance test for admission into the MBA (ODL) programme shall consist of 100 multiple-choice questions, equally distributed across the following thematic areas:

- **Business and General Awareness:** Current affairs; business and economic developments; key government initiatives; industry trends; global issues relevant to management and leadership.
- **Quantitative Ability:** Arithmetic; algebra; geometry; number systems; simplification and approximation; percentages; ratios; time and work; profit, loss and discount, averages; time, speed and distance; data sufficiency.
- **Logical Reasoning:** Syllogisms; analogies; logical sequences; blood relations and family trees; direction sense; number and letter series; coding-decoding; critical reasoning.
- **Data Interpretation:** Charts; graphs; tables; diagrams.

Each question will carry one mark and will be presented in an objective multiple-choice format. The entrance test is designed to assess the candidate's aptitude for management education, including analytical ability, reasoning, and decision-making skills. The test will consist of 100 questions, with a total of 100 marks, and will be conducted over a duration of

two hours.

The entrance test will be conducted as per the schedule given below:

1.	Issue of Admission Notification	27 th July, 2025
2.	SAMARTH portal opening	28 th July, 2025
3.	Last date of submission of Forms (Online)	20 th August, 2025
4.	Issue of hall tickets	22 nd August, 2025
5.	Date of Entrance Test	24 th August, 2025

4.2 List of Entrance Test Centers

The entrance test will be conducted at the following test centres.

1. Dept. of Education & Training, MANUU, Hyderabad
2. MANUU CTE, Asansol, West Bengal
3. MANUU CTE/MCE, Chhatrapati Sambhajinagar (Aurangabad), Maharashtra
4. MANUU CTE, Bhopal, Madhya Pradesh
5. MANUU CTE, Bidar, Karnataka
6. MANUU CTE, Darbhanga, Bihar
7. MANUU CTE, Srinagar, Jammu & Kashmir
8. MANUU Regional Centre, New Delhi
9. MANUU Campus, Varanasi, (Aarya Mahila PG College , Chetganj, Varanasi, Uttar Pradesh) Uttar Pradesh

Candidates may choose a centre based on their convenience at the time of their application. The university reserves the right to allocate, modify, or cancel examination centres at its sole discretion, without providing any specific justification.

Note: The locations listed above are **entrance test centres only**. For details regarding programme centres, please refer to **Section 4.8** of this prospectus.

4.3 How to Fill the Information in the OMR Sheet

An OMR (Optical Mark Recognition) sheet is a specially designed answer sheet used in multiple-choice entrance examinations. It is read by a computer scanner and records answers based on the darkening of bubbles corresponding to the correct options. Each question on the OMR sheet is followed by a set of small circles or “bubbles” corresponding to the answer options. Candidates are required to indicate their chosen answer by completely darkening the appropriate bubble using a black or blue ballpoint pen. It is essential that the marks are made clearly and accurately within the designated circles, as incomplete or stray marks may lead to incorrect scanning and evaluation. Candidates must use a black or blue ballpoint pen to mark their responses accurately within the designated circles.

Candidates are required to follow the instructions carefully below while filling out the OMR response sheet during the entrance test:

1. Write your complete 10-digit Hall Ticket Number, Name, Address, and other required details in the designated spaces. *Example:* Hall Ticket Number: 2406035461
2. Ensure that the invigilator signs and dates the OMR sheet in the space provided.
3. Use only a blue or black ballpoint pen to mark your answers.
4. Avoid any unnecessary markings or stray marks on the OMR sheet. It may interfere with scanning.
5. Enter your Enrolment Number and Exam Centre Code accurately in numerical digits in the respective spaces.
6. Each question will have four options (A, B, C, D). Select and mark only one answer that you believe is correct.
7. No marks will be awarded if more than one option is marked for a question.
8. Once a bubble is filled, **do not use ink whitener or correction fluid**. Altered or tampered responses may lead to disqualification.
9. There is **no negative marking** for incorrect answers.

To help candidates become familiar with the format and method of marking, a sample OMR sheet is provided on the next page.

Candidates are advised to carefully study the layout and practice marking answers as per the given instructions to avoid errors during the actual entrance test.

MAULANA AZAD NATIONAL URDU UNIVERSITY OMR SHEET

Sl.No. 79984



Box No.1:

Name :
Father's Name :
Date of Birth :
Programme/Course :
ET Centre :
Subject :
Address :

UNIVERSITY COPY

Box No.2: Hall Ticket Number

1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0



Box No.3:

Signature of the Candidate with date

Box No.4:

Name & Signature of the Invigilator with date

Read the Instructions given overleaf carefully, before you darken the circle for marking the answers

Q.No.	Q.No.	Q.No.	Q.No.
1	26	51	76
2	27	52	77
3	28	53	78
4	29	54	79
5	30	55	80
6	31	56	81
7	32	57	82
8	33	58	83
9	34	59	84
10	35	60	85
11	36	61	86
12	37	62	87
13	38	63	88
14	39	64	89
15	40	65	90
16	41	66	91
17	42	67	92
18	43	68	93
19	44	69	94
20	45	70	95
21	46	71	96
22	47	72	97
23	48	73	98
24	49	74	99
25	50	75	100

INSTRUCTIONS TO INVIGILATOR : PLEASE FOLD AT PERFORATION AND THEN TEAR AFTER EXAMINATION IS OVER

Box No.1: The candidate must enter his/her name in capital letters and all the details sought.
Box No.2: The candidate must enter his/her Hall Ticket Number in the squares and darken the circle corresponding to the number below.
Box No.3: The candidate is required to sign inside the box and put the date.
Box No.4: The Invigilator shall sign inside the box with date.

The candidate is requested to read the Questions in the Question Booklet carefully and choose the correct/best alternative from A, B, C, D. In the OMR Answer Sheet, Question numbers are provided vertically from 1 to 100. Against each Question four alternatives, A B C D are provided in circles that the candidate chooses as his/her answer.

1. This answer sheet will be processed by electronic means and should not be folded.
2. Incorrect and incomplete filling of this answer sheet shall make it invalid and it is the total responsibility of the candidate.
3. Please handover this OMR Answer Sheet to the invigilator before you leave the examination hall.
4. Please use the Blue/Black ball point pen to shade/darken the circles. Please do not make any corrections either with whitener or with any object.
5. If you mark more than one circle for a given question, it shall invalidate your answer.
6. If any candidate indulges in Impersonation/Malpractice, he/she shall be debarred for life in taking any examination in MANUU.
7. For any grievance, student should bring the copy of his OMR sheet.

1. آپس میں ہر ایک اور کا مقصد سے دل چاہ کرے۔
2. دوسرے کو غلطیوں میں غلط فہم کرنے اور اس غلطیوں کے سبب دوسرے کے غلطیوں میں اختلاف نہیں کرے اور کراہیگی۔
3. امیدوار ہونے کے آپس میں منع کرنا چھوڑ دیا۔
4. محض ہونے کے آپس میں منع کرنا چھوڑ دیا۔

اوپر آد (OMR) جوابی پانچ میں 100 تک سوال نمبر درج ہیں۔ ہر سوال نمبر کے سامنے چار متبادل جوابات A, B, C, D اور جے کے لیے ہیں۔
 کتابت میں دیے گئے سوالات کو توجہ کے ساتھ پڑھیں اور A, B, C, D میں سے صحیح الجھن کریں اور اوپر آد (OMR) میں اپنے منتخب کردہ جواب کے دائرہ کو گولہ کر لیں۔

عمومی ہدایات

- [illegible]

فرض کیجیے اگر کوئی امیدوار فی ایٹم کے لیے دو اعلیٰ سٹنٹ لکھو رہا ہے، اس کا بال ٹکٹ نمبر 1923804567 ہے جب وہ متعلقہ خاتون کو نیچے دی گئی مثال کی طرح پڑے۔

Suppose if a candidate writes E.T. for B.Ed. programme and his/her Roll No. is 1923804567, then he/she shall fill the boxes in the following way:

Box No.2: Hall Ticket Number									
1	9	2	3	8	0	4	5	6	7
●	①	①	①	①	①	①	①	①	①
②	②	●	②	②	②	②	②	②	②
③	③	③	●	③	③	③	③	③	③
④	④	④	④	④	④	●	④	④	④
⑤	⑤	⑤	⑤	⑤	⑤	⑤	●	⑤	⑤
⑥	⑥	⑥	⑥	⑥	⑥	⑥	⑥	●	⑥
⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦	⑦	●
⑧	⑧	⑧	⑧	●	⑧	⑧	⑧	⑧	⑧
⑨	●	⑨	⑨	⑨	⑨	⑨	⑨	⑨	⑨
	0	0	0	0	●	0	0	0	0

4.4 General Instructions for Entrance Test

Candidates are advised to adhere strictly to the following guidelines during the entrance test:

1. **Permitted Items:**

- a. Hall Ticket/Admit Card (compulsory)
- b. Valid photo identification (e.g., Voter ID, Aadhaar card, driving license, PAN card)
- c. Blue or black ballpoint pen
- d. Transparent water bottle

2. **Prohibited Items:** Mobile phones, calculators, electronic gadgets, books, notebooks, written notes, or any such materials are not allowed inside the examination hall.

3. **Conduct and Discipline:** Candidates must follow all instructions given by the Centre Superintendent and Invigilators. Any form of misconduct or violation of instructions will result in immediate disqualification.

4. **Malpractice:** Any candidate found copying or giving/receiving assistance during the examination will be disqualified. Disciplinary action may be taken by the university.

5. **OMR Sheet Handling:** The test booklet and OMR response sheet will be distributed by the invigilators before the examination begins. After completion, candidates must return the OMR response sheet to the invigilator. Failure to do so will lead to disqualification and further action.

6. **Punctuality:** Candidates arriving 30 minutes after the start of the exam will not be permitted to enter the examination hall.

7. **No Early Exit:** Candidates will not be allowed to leave the examination hall before completion of the full exam duration, regardless of when they finish answering.

8. **Rough Work:** All rough work must be done on the test booklet. No separate sheets or papers will be provided.

9. **Identification:** Candidates must carry their hall ticket along with a valid photo ID (voter ID, Aadhaar card, driving license, PAN card, etc.) for verification at the examination centre

10. **Post-Exam Requirement:** The Hall Ticket, duly signed by the Invigilator, must be submitted to the Admission In-Charge at the time of admission along with the prescribed programme fee.

4.5 Declaration of Results and admission procedure

1. The result of the entrance test, along with the rank list, will be published on the university's website: <https://dde.manuu.edu.in> on the date specified in the admission schedule.
2. Candidates will be assigned ranks based on merit in the entrance test.
3. All applicants are advised to regularly check the university website for updates regarding entrance test results, merit lists, counselling, and admission-related announcements.
4. The university will also send notifications to candidates via their registered email addresses. However, it will not be responsible for any delay or failure in email delivery.
5. Candidates who qualify and are shortlisted (as per the merit list) must appear for document verification and counselling at designated centres.
6. At the time of verification, candidates must carry:
 - a. All original certificates and mark sheets
 - b. Two sets of photocopies of each document
 - c. Four recent passport-size photographs
 - d. Valid photo identity proof (e.g., Voter ID, Aadhaar Card, Driving Licence, PAN Card)
7. Upon successful verification, candidates will be allowed to pay the programme fee online and will be granted provisional admission through the SAMARTH portal.

Important: Provisional admission to the MBA (ODL) programme will be granted based on the candidate's rank in the entrance test and the successful verification of eligibility documents. Final admission shall be confirmed only after all submitted documents are thoroughly verified and found to be authentic, valid, and complete.

4.6 Online Documents Verification

The document verification process will be conducted online through the SAMARTH portal. All applicants are required to upload relevant documents at the time of submitting their admission application.

Candidates must ensure that the documents uploaded are clear, legible, and valid, as per the

university's admission requirements. Please refer to the list of documents mentioned under Section 4.7 for detailed guidance on what needs to be uploaded.

Note: Incomplete or invalid document submissions may lead to rejection of the application.

4.7 Physical Verification of Documents

Only provisionally selected candidates will be called physically for verification of original documents at the designated centres. After verification, all original documents will be returned to the candidate.

The following documents must be presented:

1. **Proof of Urdu proficiency:** Certificate showing that Urdu studied as a subject or used as the medium of instruction at SSC/10th level or higher.
2. **Proof of Date of Birth:** SSC/10th certificate or any equivalent document showing the candidate's name and father's name.
3. **Academic Qualifications:**
 - All mark sheets and provisional/final degree certificates of Graduation (Years I, II, and III)
 - Post-graduation certificates, if applicable
4. **Reservation Category Certificate** (if applicable): Valid certificate for SC/ST/OBC/EWS/PWD or any other applicable category.
5. **Any other relevant document:** As specified by the University or required to establish eligibility.

Note: Candidates must also carry two sets of photocopies of each document along with four recent passport-size photographs and valid photo identification.

4.8 List of Learner Support Centres (LSC) and Semester-End Exam Centres

To facilitate academic support and engagement, the university has established programme centres/ Learner Support Centres for the MBA (ODL) programme across select locations in India. These centres are designed to serve as regional academic hubs and will operate under the guidance of the respective Regional or Sub-Regional Centres. Learners will be assigned a Learner Support Centre (LSC) based on their geographic preference and seat availability.

Sl. No.	Learner Support Centre for MBA	Jurisdiction
1.	Centre for Distance and Online Education (CDOE), (formerly DDE), MANUU Campus, Gachibowli, Hyderabad -500 032, Telangana.	CDOE Headquarters, Gachibowli, Hyderabad
2.	Department of Management and Commerce, MANUU	
3.	Palamuru University, Bandameedipally, Mahaboobnagar - 509001, Telangana.	SRC Hyderabad
4.	Maulana Azad College, Rauza Bagh, Aurangabad - 431001, Maharashtra	RC Mumbai
5.	Shibli National College, Shibli National College Campus, Near Sabzi Mandi, Azamgarh - 276001, Uttar Pradesh	SRC Lucknow
6.	D.S. College, Katihar College Road, Katihar - 854105, Bihar	RC Darbhanga
7.	University of Kashmir, Hazratbal Campus, Srinagar - 190006, Jammu & Kashmir.	RC Srinagar
8.	Jamia Millia Islamia (JMI), New Delhi	RC Delhi
9.	Maulana Azad University Jodhpur–Nagaur Road, Village–Bujhwar, Tehsil–Luni, Jodhpur - 342802, Rajasthan.	
10.	Faiz-e- Aam College, Meerut, Uttar Pradesh.	
11.	Anjuman Arts, Science and Commerce College, C.B. Circle, Dharwad - 580001, Karnataka	RC Bangalore

Note: Qualified candidates may indicate their preference for any one of the approved Learner Support Centres (LSC) for admission, subject to seat availability and merit-based allocation. Once a centre is allotted, no changes will be permitted under any circumstances. Additionally, the same program centre selected for admission will also serve as the end-of-term examination centre for the candidate. The examination centre, once allotted, will remain final and cannot be changed.

5. Tentative Admission Schedule for MBA (ODL)

The following table outlines the tentative schedule for admission to the MBA (ODL) programme for the academic year 2025–26. Candidates are advised to check the official website regularly for updates and adhere to the timelines for each stage of the admission process.

1.	Issue of Admission Notification	27 th July, 2025
2.	SAMARTH portal opening	28 th July, 2025
3.	Last date of submission of Forms (Online)	20 th August, 2025
4.	Issue of hall tickets	22 nd August, 2025
5.	Date of Entrance Test	24 th August, 2025
6.	Declaration of General Rank List (Entrance Test Result)	29 th August, 2025
7.	Release of 1 st Merit List	2 nd Sept, 2025
8.	Online Document Verification / Admission Counselling & Fee Payment	2 nd to 6 th Sept, 2025
9.	Release of 2 nd Merit List (If required)	9 th Sept, 2025
10.	Online Document Verification / Admission Counselling & Fee Payment	9 th to 10 th Sept, 2025
11.	Spot Admissions & Fee Payment (if required)	12 th to 13 th Sept, 2025
12.	Last Date of Admission	14 th Sept, 2025 (06.00 pm)

6. Regional and Sub-Regional Centres (RCs & SRCs)

S. No.	Name and Address of the Regional Centre	Regional Director/ In-Charge	Contact Details
Regional Centre			
1.	MANUU Regional Centre Bangalore #7 1 st Floor, Al-Ameen Commercial Complex, Hosur Road, Near Lal Bagh Main Gate, Bangalore – 560027	Prof. Khazi Ziaullah <i>Regional Director</i>	(M): 09886080471, (Off): 080-22115687, (Fax): 080-22115707 manuurbcl7@gmail.com rd.bangalore@manuu.ac.in
2.	MANUU Regional Centre Bhopal, MANUU Bhopal Campus, Shanti Nagar, Behind Holy Family School, Godarmau Airport Road Gandhi Nagar Bhopal - 426036 (MP)	Dr. Mohd. Ahsan <i>Regional Director</i>	(M): 9425016862, (Off): 0755-2736930, rd.bhopal@manuu.edu.in
3.	MANUU Regional Centre Darbhanga 2 nd Floor, Imambari, Ismailganj Back of Eidgah, Laheriasarai, Darbhanga, Bihar – 846001	Dr. M. Mazhar Quadri <i>Assistant Regional Director</i>	(M): 9849034125 (Off): 06272-221138, email: rd.darbhangha@manuu.edu.in

4.	MANUU Regional Centre, Kolkata 1A/1 Chatu Babu Lane, 3 rd Floor Mohsin Hall, Kolkata-700014	Prof. Rafeedali, <i>In-charge</i>	(M): 9433114692 (Off): 033-22654568, rd.kolkata@manuu.edu.in
5.	MANUU Regional Centre, Mumbai Plot No. 60, Lane G, Near Modern School, Sector 8, Vashi, Navi Mumbai, Maharashtra 400703	Dr. Shaik Abul Barkat, <i>Regional Director</i>	(M): 9423363028, (Off): 022-2782051, rd.mumbai@manuu.edu.in
6.	MANUU Regional Centre Delhi, 1st & 2nd Floor, Plot-1, Malhan Business Centre, Sunlight Colony-2, Ashram, New Delhi- 110 014	Mrs. Ruchika Kem, <i>Regional Director</i>	(Off): 011-26934762, (M): 09990005679, rd.delhi@manuu.edu.in ruchika.kem@gmail.com
7.	MANUU Regional Centre, Patna, 2nd Floor, Masjid Mulla Shadman Annexe Building, Near NIT, Golakpur, Patna, Bihar – 800006	Dr. Hasanuddin Haider, <i>In-charge</i>	(M): 9431011516, (Off): 0612-2678044, rd.patna@manuu.edu.in
8.	MANUU Regional Centre, Ranchi, House No. 1/2, First Floor, Rasaldar Nagar, Doranda, Ranchi, Jharkhand – 834002	Dr. Md. Umar Farooque Azam, <i>Assistant Regional Director</i>	(M): 9011004970, (Off) 0651-2491105, ard.ranchi@manuu.edu.in
9.	MANUU Regional Centre, Srinagar House No. 18-B, Opposite Beeco Gallery, Jawahar Nagar, Srinagar Jammu and Kashmir - 190008	Dr. Mohd Aijaz Ashraf, <i>Regional Director</i>	(M): 9419529585, (Off): 0194-2310221, rd.srinagar@manuu.edu.in
Sub-Regional Centre			
10.	MANUU Sub Regional Centre, Amravati, Sagar Nagar, Near Camp Masjid, Old Bypass Road, Chaprasi Pura, Amravati, Maharashtra – 444602	Dr. Mohd. Ahsan, <i>In-charge Regional Director</i>	(M): 9425016862, (Off + Fax): 0721-2552654, src.amravati@manuu.edu.in
11.	MANUU Sub Regional Centre, Hyderabad, Room No. 607, 6 th Floor, Haj House Building, Opp, Public Garden Nampally, Hyderabad, Telengana–500001	Dr Shamsuddin Ansari, <i>Regional Director</i>	(M): 9849034125, (Off): 040-24526656, src.hyd@manuu.edu.in rd.hyderabad@manuu.edu.in
12.	MANUU Sub Regional Centre, Jammu House No. 64, Lane No. 1, Gujjar Colony, Stadium Morh, Bypass, Channi, Himmat, Jammu, Jammu and Kashmir – 180015	Dr. Abdul Ghani, <i>Regional Director</i>	(M): 9419963002, (Off): 0191-2460150, ard.jammu@manuu.edu.in
13.	MANUU Sub Regional Centre, Lucknow, 504/122 Tagore Marg, Near Shabab Market, Lucknow– 226020 (UP)	Dr. Huma Yaqub, <i>In-charge</i>	(M): 08127158103, src.lucknow1@gmail.com
14.	MANUU Sub Regional Centre, Nuh MANUU Satellite Campus, Village-Palla, Nuh, Dist.-Mewat, Haryana - 122107.	Prof. Reyaz Ahmad, <i>In-charge</i>	(M) 9052112740, rd.nuh@manuu.edu.in , manuusrcnuh@gmail.com

15.	MANUU Sub Regional Centre, Varanasi , Ground Floor, H.No. C19/187-7A-1, 2Gulab Bagh, Sagra Varanasi U.P-221010	Dr. Mohd Shamsuddin, <i>Assistant Regional Director</i>	(M): 9911487568, srcvaranasi@manuu.edu.in shamsaziz@manuu.edu.in
16.	MANUU SRC Hyd -Extension Centre , SAMANA College of Design Studies, First floor, Sai Nag Complex, Opp. HDFC Bank, MG Road, Vijayawada-520010	Prof. Samana Hussaini, <i>In-charge</i>	(M):9106528786 scds.manuu@gmail.com

7. Frequently Asked Questions (FAQs)

This section provides answers to commonly asked questions related to the MBA (ODL) programme, including eligibility, admission process, fee payment, study materials, and examination details. Candidates are encouraged to review these FAQs for quick clarification before reaching out for support.

S. No	Question	Answer
1.	Are all the Programmes recognised by UGC-DEB?	Yes, all Programmes offered by MANUU through distance mode are recognised by UGC-DEB and NCTE wherever applicable. All programmes are approved by statutory bodies of the university.
2.	What is the website address of CDOE, MANUU?	https://manuu.edu.in/dde
3.	What is the admission process?	Candidates must fill out the online application form, upload the required documents, and pay the prescribed fee through online mode only. For details, refer to the current year's Prospectus.
4.	What documents are to be scanned and uploaded along with the application form?	• Proof of Date of Birth • Qualifying Exam Certificate • Proof of the knowledge of Urdu (If applicable) • Service Certificate (If applicable) • Category Certificate (If applicable) • Passport-Size Photograph • Signature Refer to the prospectus for complete details.
5.	Does the university have learner support centres, program centres, and exam centres?	Yes, the university has all three: Learner Support Centres, Programme Centres, and Examination Centres.
6.	Can a foreigner/NRI residing abroad take admission?	No, as per the guidelines of the Association of Indian Universities and UGC-DEB regulations.
7.	Are there any assignments to be submitted?	Yes, assignments must be submitted at the respective Programme Centre as per the notified schedule.

8.	What marks have been prescribed for assignments and term-end examinations?	Assignments carry 30 marks, while term-end examinations carry 70 marks.
9.	What should I do if I do not receive the Self Learning Material (study material)?	Send an email with details of enrolment number, programme and correct address to: ismail@manuu.edu.in
10.	What is the mode of payment for admission and examination fees?	Payment must be made through online mode only.
11.	What is the last date for submitting assignments?	Please refer to the Academic Calendar of the current year
12.	What is the re-registration procedure?	Contact the Student Support Service Unit at: ☎ 040-23008463 ✉ ssu.dde@manuu.edu.in
13.	What is the Programme duration of the CDOE courses?	Please refer to the current year's prospectus.
14.	What is the maximum age limit for ODL Programmes?	There is no upper age limit.
15.	Can I move to the next semester/year without appearing for/passing the examination?	Yes, provided you pay the next year's fee as per the schedule.
16.	Can I pursue any other course of any other university in parallel to this ODL Programme?	Yes, as per UGC guidelines
17.	How can I get Marks memo after the declaration of results?	A consolidated marks memo will be dispatched to your given address after successful completion of the Programme.
18.	How can I obtain the hall ticket to appear for the examination?	The hall ticket/admit card will be made available online on your SAMARTH dashboard.
19.	Can I take admission in the regular mode of MANUU after successfully completing ODL MANUU first year/second year?	Subject to the prevailing rules and regulations and approval by the University.
20.	Can I pursue another Programme after completing a degree programme under ODL, MANUU?	Yes, provided you meet the eligibility criteria.

21.	If I am not satisfied with the marks I secured in an exam, can I apply for re-evaluation?	Please refer to the Examination Rules for ODL given on the university website.
22.	Can I change my programme centre (study centre) after submission of the admission form or during the programme?	No, changing the centre is not permitted after admission.

8. Specimen Formats of Certificates

Candidates applying under OBC, EWS, or PWD categories must upload valid certificates issued in the Government of India (Central Government) format. The OBC and EWS certificates should be issued within one year from the last date of submission of the application form. The specimens of OBC, EWS, SC/ST and PWD certificates are given in the following pages.

OBC Certificate Format

**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:

- (i) 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.
(ii) 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.
(iii) 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.
(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
(v) 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.
(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
(ix) 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.
(x) 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.
(xi) 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.
(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
(xv) 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.
(xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
(xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
(xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

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, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Dated: _____

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

* Please delete the word(s) which are not applicable.

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 / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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.

EWS Certificate format

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS 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.

FORM-SC-ST

SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND
SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri/ Shrimati/ Kumari* _____ son/daughter* of
_____ of Village/Town* _____ District/Division*
_____ of State/Union Territory* _____ belongs to the
_____ Scheduled Caste / Scheduled Tribe* under :-

- * The Constitution (Scheduled Castes) Order, 1950
- * The Constitution (Scheduled Tribes) Order, 1950
- * The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;
- * The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;
- * The Constitution (Dadara and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;
- * The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991;
- * The Constitution (Scheduled Tribes) Order (Second Amendment) Act, 1991.

2. * This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri /Shrimati*
_____ father/mother* of Shri /Shrimati /Kumari* _____ of Village/Town*
_____ in District/Division* _____ of the State /Union
Territory* _____ who belong to the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* in the
State / Union Territory* _____ issued by the _____ dated _____.

3. Shri/ Shrimati/ Kumari * _____ and / or* his / her* family ordinarily reside(s)** in Village/Town*
_____ of _____ District/Division* of the State Union Territory* of _____.

Signature: _____
Designation _____
(With seal of the Office)

Place: _____ State/Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC/ST Persons who have migrated from another State/UT.

IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.

(Form-III)

Disability Certificate (In case of multiple disabilities)

(Name and Address of the Medical Authority Issuing the Certificate)

Recent pp size
Attested
Photograph
(showing face only)
of the person with
disability

Certificate No.

Date:

This is to certify that we have carefully examined Mr./Ms./Mx. _____
son/wife/daughter of Shri _____ Date of Birth (DD/ MM/ YY) _____
Age _____ years, male/female, Registration No. _____
permanent resident of House No. _____ Ward/Village/Street _____
Post Office _____, District _____, State _____,
whose photograph is affixed above, and are satisfied that:

(A) He/she is a case of **Multiple Disability**. His/her extent of permanent physical
impairment/disability has been evaluated as per guidelines (to be specified) for the
disabilities ticked below, and shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment / mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and language disability			
12.	Intellectual disability	X		
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness	X		
16.	Chronic Neurological conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:- _____ percent

In words:- _____ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary.

Or

(ii) is recommended/after _____ years _____ months, and therefore, this certificate shall be valid till (DD / MM /YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

4. The candidate has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature and seal of the Medical Authority

Signature/Thumb
impression of the
person in whose
favour disability
certificate is issued.

9. MBA Prospectus Committee

S.No.	Name	Designation
1	Prof. Mohd Razaullah Khan Director, CDOE	Chairperson
2	Prof. Mohd Abdul Azeem Head, Department of Management & Commerce	Member
3	Prof. Sayyad Aman Ubed Professor, CDOE	Member
4	Dr. Rashid Farooqui Asst Professor, CDOE	Member
5	Mr. Mohd Shahnawaz Haidar Section Officer, CDOE	Member
6	Ms. Ismat Fathima Asst Professor, CDOE	Member-Convener

Contact Information for Grievances

Student Support Service Unit: 04023008463, 040-23120600 (Ext: 2207 & 2208)

Email: ssu.dde@manuu.edu.in

Examination Branch: 040-2300 6605, 2300 8408

Email: distance.exam@manuu.edu.in

Website: www.manuu.edu.in

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