

Centre for Distance and Online Education



مولانا آزاد نیشنل اردو یونیورسٹی

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University, Ministry of Education, Govt. of India)
Accredited as "A+" Grade by NAAC



Prospectus 2026-27

(July 2026 Session)

MBA Programme

Academic Session July 2026

Admission portal: www.manuadmission.samarth.edu.in

Student Support Service Unit: 040-2300 8463, 040-2312 0600 (Ext: 2207 & 2208)

Examination Branch: 040-2300 6605, 040-2300 8408; (distance/exam@manuu.edu.in)

Email: cdoadm2025@manuu.edu.in; Website: www.manuu.edu.in





The President of India presents the Padma Shri Award in the field of Literature and Education to Prof. Syed Ainul Hasan, Vice Chancellor, MANUU



Centre for Distance and Online Education Staff



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

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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

Centre for Distance and Online Education

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 the last 28 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 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 merging 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 girl 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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Permission and Recognition of MBA Programme vide UGC DEB's letter dated 22.8.2025



**UNIVERSITY GRANTS COMMISSION
DISTANCE EDUCATION BUREAU**
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F.No.1-10/2025(DEB-SER)

August, 2025

**The Registrar
Maulana Azad National Urdu University
Gachibowli, Hyderabad
Telangana - 500032**

22 AUG 2025

Sub: Commission Order on the application submitted online by the Higher Educational Institution (HEI) for recognition of the programmes to be offered in Open and Distance Learning (ODL) mode for academic year 2025-26, academic session beginning July-August, 2025 and onwards-regarding.

Sir/Madam,

- UGC has notified the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments. Regulations 3, 4 and 5 describe the eligibility criterion for HEI, the process of application and the approval process for ODL and Online Programmes whereas Regulation 6 describes provisions of the right to appeal by the HEIs aggrieved with the order of the Commission.
- The Commission invited online applications from the eligible HEIs for recognition of the programmes under ODL mode and/or Online mode for academic year 2025-26, academic session beginning July-August, 2025 and onwards vide Public Notice F. No. 1-4/2025 (DEB-NER) dated 12th March, 2025 and 2nd April, 2025.
- Application received from **Maulana Azad National Urdu University, Hyderabad Telangana** for recognition of **ODL** programmes was assessed by Virtual Interface Expert Committee (IEC) duly constituted by the Chairman, UGC. The details of the meeting are as under:

Sr.No.	Name of the Committee	Date of meeting	Date of recommendation sheet shared with the HEI
For ODL Programmes			
1.	Interface Expert Committee (IEC)	17.06.2025	18.07.2025

- Based on the recommendations of Virtual Interface Expert Committee (IEC) and its approval by Competent Authority/Commission, I am directed to issue this Order, thereby communicating the programme-wise recognition for the programmes to be offered in **ODL mode** for academic year 2025-26, academic session beginning July-August, 2025 and onwards.

21/08/25

5. Programme wise recognition status

(i) Open and Distance Learning Programmes Recognized: 05 (Five)

S. No.	Programme Name	Period of Recognition
1.	Bachelor of Education - (02 Years)	Academic year 2025-26, academic session beginning July-August, 2025 and February, 2026 only as per NCTE letter F.No. SRCAPP1960 dated:02 nd April, 2025.
2.	Bachelor of Arts (Hons) - (4 Years)	Academic year 2025-26, academic session beginning July-August, 2025 to 2029-30 (upto January-February, 2030 only)
3.	Bachelor of Commerce (Hons) - (4 Years)	
4.	Bachelor of Science (Hons) - (4 Years)	
5.	Master of Business Administration - (2 Years) (With an Intake of 1000 Learners)	

Note:-

Proposed **Bachelor of Arts (Hons) (With Dual Major)**, **Bachelor of Science (Hons) (With Dual Major)**, **Bachelor of Commerce (Hons) (Accounting & Finance)** and **Master of Business Administration (Finance and Marketing)** Programmes are Recommended as **Bachelor of Arts (Hons)**, **Bachelor of Science (Hons)**, **Bachelor of Commerce (Hons)** and **Master of Business Administration** Programmes.

(ii) Open and Distance Learning Programmes Not Recognized: NIL

- For the programmes recognized as stated in Table 5(i) above, the HEI shall comply with all the provisions of the UGC (ODL Programmes and Online Programmes) Regulations, 2020 and its amendments while offering the programmes in **ODL** mode.
- The application of the HEI for academic year 2025-26, academic session beginning July-August, 2025 and onwards **stands closed**.
- In the event any HEI is found offering programmes in Open and Distance Learning mode and/or Online mode without recognition of the Commission or in violation to any of the provisions of these regulations and guidelines or orders made there under, the Commission may take actions as per regulation 7 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments.
- The decision of the Commission shall be final and binding on the HEI.

Yours faithfully,


(Dr. Naresh Pal Meena)
Education Officer

Copy to:

1. The Secretary, Higher Education, Government of Telangana Secretariat Khairatabad, Hyderabad, Telangana -500013.
(With a request to ensure that HEI adheres to all the provisions of the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments).
2. The Economic Advisor, Distance Learning Section, Ministry of Education, Govt. of India, Shastri Bhawan, New Delhi - 110 001.
3. The Member Secretary, National Council for Teacher Education, G-7, Sector-10 Dwarka, New Delhi-110075.
4. The Joint Secretary, Central University Bureau, UGC, Bahadur Shah Zafar Marg, New Delhi -110 002.


(Amit Saini)
Section Officer

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 the 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 nine (9) 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.

Maulana Azad National Urdu University (MANUU) currently offers 127 academic programmes and courses, comprising 31 Ph.D. programmes, 33 postgraduate programmes, 21 undergraduate programmes, 2 postgraduate diploma programmes, 10 diploma programmes, 2 certificate programmes, and 28 part-time programmes (1 postgraduate, 4 postgraduate diploma, 3 advanced diploma, 11 diploma, and 9 certificate programmes). In addition, the

University offers 7 diploma programmes through its Polytechnics and 8 trades through its Industrial Training Institutes (ITIs). A wide range of postgraduate, undergraduate, diploma, and certificate programmes is also offered through the Centre for Distance and Online Education (CDOE) under the Open and Distance Learning (ODL) mode.

In alignment with the National Education Policy (NEP) 2020, MANUU has adopted the National Credit Framework (NCrF), the National Higher Education Qualification Framework (NHEQF), and the Curriculum and Credit Framework for Undergraduate Programmes (CCFUGP) to promote flexibility, multidisciplinary learning, and enhanced employability. As part of its commitment to providing high-quality, learner-centric education, the University has also integrated SWAYAM MOOCs into its curriculum. From the 2026–2027 academic session, every learner will be required to successfully complete one SWAYAM MOOC course as part of the programme requirements.

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)
- 169 Learner Support Centres (LSCs)
- 20 Programme Centres (for B.Ed. ODL)
- 7 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 Instructional Media Centre (IMC), develop high-quality video lectures to provide a flexible “anytime, anywhere” learning environment. Learners can access a rich repository of audio-visual content through the dedicated MANUU YouTube channel (<https://www.youtube.com/imcmanuu>), where educational resources developed over the years continue to support teaching and learning.

To further enhance the learner experience, the Centre has also established its own Digital Multimedia Centre (DMMC) for the creation and dissemination of contemporary audio-visual learning resources. Newly developed content is being made available through the official CDOE YouTube channel (<https://www.youtube.com/@CDOEMANUU>), which is being regularly updated with programme-specific educational materials.

In addition, Self-Learning Materials (SLMs) are provided both in printed form and in digital format through the University's website to support flexible, self-paced, and uninterrupted learning. The SLM can be accessed here: <https://manuu.edu.in/cdoe/slm>

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 continue to be offered in ODL mode.

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), offers the Master of Business Administration (MBA) programme under the Open and Distance Learning (ODL) mode. MANUU has been offering the MBA programme in regular mode at its Headquarters through the School of Commerce and Business Management since 2004. In keeping with its commitment to expanding access to quality higher education, the university introduced the MBA programme in the ODL mode in the academic year 2025–26. The programme now enters its second year of admissions for the July 2026 session, enabling learners across India, particularly Urdu-speaking students and

working professionals, to pursue management education through a flexible and learner-centric mode.

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, under which the programme continues to be offered for the academic year 2026–27.

3.4 Semester Mode and Duration of the Programme

The MBA programme follows a semester-based structure with two semesters in each academic year. Learners must complete all academic requirements within the maximum duration to be eligible for the award of the degree.

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

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 Eligibility

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

- Citizenship & Residency:** The applicant must be a citizen and resident of India.
- 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.
- 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.

3.7 Number of Seats

The intake capacity for the MBA (ODL) programme is **1000 seats** for the academic year 2026–27. Seats will be allocated based on merit in the entrance test and reservation norms as per Government of India guidelines.

3.8 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 annual fee must be paid in full at the beginning of each academic year. Partial payments or installments are not permitted.

3.9 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.

3.10 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.

3.11 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.

3.12 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 study materials will be 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 YouTube channel at <https://www.youtube.com/@CDOEMANUU>, 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 and addressed to:

**The Director,
Centre for Distance and Online Education,
Maulana Azad National Urdu University,
Gachibowli,
Hyderabad - 500032,
Telangana.**

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
- Assignment guidance
- Time management and study skills
- Examination preparation

3.13 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 certain courses in each of the semesters, carrying 2 credits each 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 assessed according to specific course guidelines and will contribute to the final grade.

3.14 Structure of the Programme

The MBA (ODL) programme is a two-year postgraduate degree comprising four semesters and is designed to develop competent management professionals through a balanced blend of theoretical knowledge, practical application and skill development. The curriculum covers the core functional areas of management, including marketing, finance, human resource management, operations, business analytics, research methods, strategic management and entrepreneurship. In addition, learners undertake generic elective, skill enhancement and ability enhancement courses that promote interdisciplinary learning and strengthen their professional, analytical and managerial competencies.

The programme adopts an application-oriented approach to learning through activities such as Enterprise Analysis, Industry Analysis and a mandatory Project with Viva Voce, enabling learners to apply classroom concepts to real-world business situations. In the third and fourth semesters, learners may pursue Major and Minor Specialisations in Finance, Marketing or Human Resource Management, allowing them to develop expertise in their chosen areas of interest.

The programme carries a total of 106 credits and 3,100 marks across four semesters. Courses are assessed through a combination of internal assessment and end-semester examinations, while skill-based, ability-enhancement and project-related courses are assessed primarily through internal submissions, practical work, presentations or viva voce, as applicable. The semester-wise structure and course details are presented below.

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

Semester - II						
Sl. No.	Course Code	Course Name (Subject)	Credits	Marks		Total Marks
				I	E	
1.	MMBA221CCT	Human Resource Management	3	30	70	100
2.	MMBA222CCT	Business Communication	3	30	70	100
3.	MMBA223CCT	Indian Economy and Business Environment	3	30	70	100
4.	MMBA224CCT	Legal Aspects of Business	3	30	70	100
5.	MMBA225CCT	Financial Management and Planning	3	30	70	100
6.	MMBA226CCT	Business Research Methods	3	30	70	100
7.	PGED201GET	Teaching and Learning	4	30	70	100
8.	MMBA221SET	Mentoring and Coaching Skills	2	50	NA	50
9.	MMBA221AET	Industry Analysis	2	50	NA	50
Total Credits and Marks			26			800

Legend

CC: Core Course, GE: Generic Elective, SET: Skill Enhancement Theory, AET: Ability Enhancement Theory, DST: Discipline Specific Theory, I: Internal Assessment, E: End-Semester Examination, NA: Not Applicable.

Semester - III						
Sl. No.	Course Code	Course Name (Subject)	Credits	Marks		Total Marks
				I	E	
1.	MMBA303CCT	Operations and Supply Chain Management	3	30	70	100
2.	MMBA304CCT	E-Commerce and Digital Marketing	3	30	70	100
3.	MMBA305CCT	Corporate Social Responsibility and Business Ethics	3	30	70	100
4.		Major Specialisation Course I	4	30	70	100
5.		Major Specialisation Course II	4	30	70	100
6.		Minor Specialisation Course I	4	30	70	100
7.	MMBA301AET	Business Applications of Excel	2	50	NA	50
8.	MMBA301SET	Professional Skill Development I (Non-CGPA)	2	50	NA	50
Total Credits and Marks			25			700

Students shall select any one combination of Major and Minor Specialisations. The Major and Minor specialisations opted in the 3rd semester shall continue in the 4th semester.

Major/Minor Specialisations - A		
4.	MMBA316DST	International Finance (Major Specialisation Course I – Finance)
5.	MMBA317DST	Corporate Finance (Major Specialisation Course II – Finance)
6.	MMBA326DST	Consumer Behaviour (Minor Specialisation Course I – Marketing)

Major/Minor Specialisations - B		
4.	MMBA327DST	International Marketing (Major Specialisation Course I – Marketing)
5.	MMBA326DST	Consumer Behaviour (Major Specialisation Course II – Marketing)
6.	MMBA317DST	Corporate Finance (Minor Specialisation Course I – Finance)

Major/Minor Specialisations - C		
4.	MMBA336DST	International Human Resource Management (Major Specialisation Course I – HRM)
5.	MMBA338DST	Talent Management (Major Specialisation Course II – HRM)
6.	MMBA326DST	Consumer Behaviour (Minor Specialisation Course I – Marketing)

Semester - IV						
Sl. No.	Course Code	Course Name (Subject)	Credits	Marks		Total Marks
				I	E	
1.	MMBA404CCT	Entrepreneurship Development	3	30	70	100
2.	MMBA405CCT	Strategic Management	3	30	70	100
3.	MMBA406CCT	Innovation Management	3	30	70	100
4.		Major Specialisation Course III	4	30	70	100
5.		Major Specialisation Course IV	4	30	70	100
6.		Minor Specialisation Course II	4	30	70	100
7.	MMBA401SET	Professional Skill Development II (Non-CGPA)	2	50	NA	50
8.	MMBA450CCP	Project	6	50	NA	50
	MMBA451CCP	Project Viva Voce		50	NA	50
Total Credits and Marks			29			800

Students shall select the same Major and Minor Specialisations in the 4th semester they opted in the 3rd semester.

Major/Minor Specialisations - A		
4.	MMBA416DST	Investment Analysis and Portfolio Management (Major Specialisation Course III– Finance)
5.	MMBA418DST	Financial Institutions and Markets (Major Specialisation Course IV – Finance)
6.	MMBA427DST	Services Marketing (Minor Specialisation Course II– Marketing)

Major/Minor Specialisations - B		
4.	MMBA426DST	Retail Management (Major Specialisation Course III – Marketing)
5.	MMBA427DST	Services Marketing (Major Specialisation Course IV – Marketing)
6.	MMBA418DST	Financial Institutions and Market (Minor Specialisation Course II – Finance)

Major/Minor Specialisations - C		
4.	MMBA436DST	Performance Management Systems (Major Specialisation Course III – HRM)
5.	MMBA437DST	Organisational Change and Development (Major Specialisation Course IV – HRM)
6.	MMBA427DST	Services Marketing (Minor Specialisation Course II– Marketing)

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 and is explained below.

Document checklist

1. ABC ID (To be created by the candidate with the help of Aadhaar details from DigiLocker)
2. DEB ID (To be created by the candidate with the help of ABC ID from DEB website)
3. Scanned copy of passport-size photograph. (Size: 500KB-2MB)
4. Scanned copy of signature. (Size: 500KB-2MB)
5. Scanned copy of the proof of date of birth
6. Scanned copy of Government ID (PAN, Aadhaar, driving licence, Passport, etc.)
7. Scanned copy of a valid category certificate if any (ST, SC, EWS, PWD, OBC, etc.)
8. Scanned copy of proof of having studied Urdu as medium of instruction or as a subject at class 10 or higher level, wherever applicable
9. Scanned copy of proof of passing the qualifying examination:
 - a. Class 10th or equivalent
 - b. Class 12th or equivalent
 - c. UG Degree or equivalent

⚠ Important

Please note that the entire admission process is online, including PAYMENT OF FEE. Please ensure that you have a personal email, mobile number, and bank account.

Procedure for Registration and Fee Payment

Important Note

Please read the prospectus carefully and ensure that you meet the eligibility criteria before applying.

The following steps are to be followed to submit the MBA Admission Form:

1. First create ABC ID at <https://digilocker.meripehchaan.gov.in/signup> If you already have an ABC identification number, keep it handy as it has to be entered in the application form for MBA.

2. Then create DEB ID at <https://deb.ugc.ac.in/StudentDEBId> If you already have a DEB identification number, keep it handy as it has to be entered in the application form for MBA.
3. Register yourself at <https://manuadmission.samarth.edu.in/2026> using your email ID and mobile number.
4. An OTP will be sent to your email ID or registered mobile number. Please enter OTP in the required field and complete the verification.
5. Enter personal details as per the format given in the application form and upload the required documents. (Enter personal details carefully as they cannot be edited later.)
6. Select your programme and choose your desired LSC from the respective RC/SRC.
7. Fill in the required academic details.
8. Complete your registration by paying the registration fee of Rs. 1000/- (non-refundable).

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	5 th July, 2026
2.	SAMARTH portal opening	8 th July, 2026
3.	Last date of submission of Application Forms (Online)	25 th August, 2026
4.	Issue of hall tickets	28 th August, 2026
5.	Date of Entrance Test	30 th August, 2026

Please note that the above dates are tentative and subject to change, depending on administrative or academic requirements. Candidates are advised to regularly visit the official university website for the latest updates and notifications.

4.2 List of Entrance Test Centres

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

1. Maulana Azad National Urdu University, Gachibowli, Hyderabad
2. MANUU CTE, Asansol, West Bengal
3. MANUU CTE/MCE, Chhatrapati Sambhajanagar (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)

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 Learner Support 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: 2686868686
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 practise 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	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	0
1	2	3	4	5	6	7	8	9	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.

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	①
2	②	②	●	③	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
	①	①	①	①	①	●	①	①	①	①

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. The university may take disciplinary action.

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: <http://manuu.edu.in/cdoe> 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 when 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 Learner Support Centres (LSCs) for the MBA (ODL) programme across select locations in India. These centres serve as regional academic hubs and operate under the guidance of the respective Regional or Sub-Regional Centres. Qualified candidates may indicate their preference for any one of the approved Learner Support Centres at the time of admission,

subject to seat availability and merit-based allocation. Learners will be allotted an LSC based on their geographic preference and the availability of seats. Once allotted, the Learner Support Centre cannot be changed under any circumstances. The same LSC allotted for admission shall also function as the learner's Semester-End Examination Centre, and the examination centre so allotted shall remain final throughout the duration of the programme.

S. No.	Code	Name and Address	Contact Details
LSC at MANUU Campus, Hyderabad			
1.	19001	Centre for Distance and Online Education, MANUU , Gachibowli, Hyderabad – 500032, Telangana	Dr. Malik Raihan Ahmad @: lscmanuudde.19001@gmail.com, malikraihan@manuu.edu.in ☎ 040-23008403 ☐: 9573409683
2		Department of Management and Commerce, MANUU, Gachibowli, Hyderabad - 500032, Telangana	
LSCs under Regional Centre, Bangalore			
3	19017	Anjuman Arts, Science and Commerce College , Near Old Central Bus Stand, Dharwad – 580001, Karnataka	Dr. Bibi Aayesha Chakoli @: Nishatishrat18@gmail.com, principaladcd86@yahoo.in ☐: 8747867377, 9008793045
4.	19154	Anjuman Arts & Commerce College , Opp. District Court, Belgaum – 590016, Karnataka	Dr. Khatib Sayed T Y @: mullasa1963@gmail.com ☐: 9449666082
LSCs under Regional Centre, Darbhanga			
5.	19047	Baba Vishwanath Kedarnath Vimla College , Rampur Dudhpura, District Samastipur – 848101, Bihar	Dr. Md. Sajjad Khan @: ashwanikumartiwari@gmail.com ☐: 9471254396
6.	19075	DS College , Katihar – 854105, Bihar	Mr. Ammar Ashraf @: ammar.ashraf516@gmail.com ☐: 7992302014
LSCs under Regional Centre, Delhi			
7.	19026	Maulana Azad University , Village Bhujawar, Tehsil Luni, Kamla Nehru Nagar, Jodhpur – 342008, Rajasthan	Mr. Azizul Hasan @: azizulhasan.tonk@gmail.com ☐: 9413576840
8.	19038	Faiz-e-Aam College , Meerut City, Meerut – 250002, Uttar Pradesh	Dr. F Rahman @: rehman12366@yahoo.com ☐: 9837153046

9.	26305	Don Bosco Institute of Technology , Okhla Road, near Sukhdev Vihar Metro Station, New Delhi – 110025	@: rd.delhi@manuu.edu.in ☎: 09990005679
LSCs under Regional Centre, Mumbai			
10	19021	Maulana Azad College of Arts, Science & Commerce , Post Box No. 27, Dr. Rafiq Zakaria Marg, Rauza Bagh, Chhatrapati Sambhaji Nagar (Aurangabad)– 431001, Maharashtra	Prof. Pathan Mohd Arif @: manuulsc19021@gmail.com, arif7172@gmail.com ☎: 9423456007
LSCS under Regional Centre, Srinagar			
11.	19099	Kashmir University, Iqbal Institute of Culture & Philosophy, University of Kashmir , Hazratbal, Srinagar – 190006, Jammu & Kashmir	Prof. Mohd Altaf @: manuulsc19099@gmail.com altafurdu@kashmiruniversity.ac.in ☎: 97006425827
LSCS under Sub- Regional Centre, Amreavati			
12	19222	Bapumiya Sirajoddin Patel Arts, Commerce & Science College , Jalgaon, District Buldana – 443403, Maharashtra	Dr. Noor Mohommad @: bspatelcollege378@gmail.com, manuulsc.19222@gmail.com, noor2019bspcpk@gmail.com ☎ 07266-264255 ☎: 7083121114
LSCs under Sub-Regional Centre, Hyderabad			
13.	23273	College of Education , Academic Building, Palamuru University, Bandameedipally, Mahboobnagar – 509001, Telangana	Dr. Basheer Ahmad @: manuulscpu23273@gmail.com ☎: 9885378808
LSCs under Sub Regional Centre, Lucknow			
14.	19028	Shibli National College, Department of History , Azamgarh City, District Azamgarh – 276001, Uttar Pradesh	Dr. Allaiddin Khan @: khanislahi66@gmail.com ☎: 6306555152, 9450824816

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 2026–27. 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	5 th July, 2026
2.	SAMARTH portal opening	8 th July, 2026
3.	Last date of submission of Forms (Online)	25 th August, 2026
4.	Issue of hall tickets	28 th August, 2026
5.	Date of Entrance Test	30 th August, 2026
6.	Declaration of General Rank List (Entrance Test Result)	4 th September, 2026
7.	Release of First Merit List	7 th September, 2026
8.	Online Document Verification / Admission Counselling & Fee Payment for first merit list	7 th to 8 th September, 2026
9.	Release of Second Merit List (subject to availability of seats)	10 th September, 2026
10.	Online Document Verification / Admission Counselling & Fee Payment for second merit list	10 th to 11 th September, 2026
11.	Spot Admissions & Fee Payment (subject to availability of seats)	13 th to 14 th September, 2026
12.	Last Date of Admission	14 th September, 2026 (6:00 pm)

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

S. No.	Name and Address of the Regional Centre	Name of the Regional Director/In-Charge	Contact Details
1.	MANUU Regional Centre – Bangalore #7, 1st Floor, Al-Ameen Commercial Complex, Hosur Road, Near Lal Bagh Main Gate, Bangalore – 560027, Karnataka	Prof. Khazi Ziaullah Regional Director	(M): 9886080471 (Off): 080-22115687 (Fax): 080-22115707 email: rd.bangalore@manuu.ac.in
2.	MANUU Regional Centre – Bhopal MANUU Bhopal Campus, Shanti Nagar, Behind Holy Family School, Near Prakash Vidyalaya, Airport Road, Gonder, Bhopal – 462036, Madhya Pradesh	Dr. Mohd. Ahsan Regional Director	(M): 9425016862 (Off): 0755-2736930, email: rd.bhopal@manuu.edu.in
3.	MANUU Regional Centre – Darbhanga 2nd Floor, Imambari, Ismailganj, Back of Eidgah, Laheriasarai, Darbhanga – 846001, Bihar	Mr. Md. Abu Zaffar In-charge	(M): 7091628874 (Off): 06272-221138, email: rd.darbhangha@manuu.edu.in
4.	MANUU Regional Centre – Delhi 2 nd Floor, Old Building Don Bosco Institute of Technology, Gate No3, Jamia Nagar, Okhla Road Near Sukhdev Vihar Metro Station New Delhi – 110025	Mrs. Ruchika Kem Regional Director	(M): 09990005679 (Off): 011-26934762 email: rd.delhi@manuu.edu.in, ruchika.kem@gmail.com

5.	MANUU Regional Centre – Kolkata 1A/1 Chatu Babu Lane, 3rd Floor, Mohsin Hall, Kolkata – 700014, West Bengal	Prof. Rafeed Ali <i>In-charge</i>	(M): 9961031072 (Off): 033-22654568 email: rd.kolkata@manuu.edu.in
6.	MANUU Regional Centre – Mumbai Office No 302, 3 rd Floor, Banking Complex-II, Plot No.9 & 10, Sector 19A, Vashi, Navi Mumbai – 400703, Maharashtra	Dr. Shaikh Abul Barkat <i>Regional Director</i>	(M): 9423363028 (Off): 022-27820515 email: rd.mumbai@manuu.edu.in
7.	MANUU Regional Centre – Patna 2nd Floor, Masjid Mulla Shadman Annexe Building, Near NIT, Golakpur, Patna – 800006, Bihar	Dr. Hasanuddin Haider <i>In-charge</i>	(M): 9431011516 (Off): 0612-2678044 email: rd.patna@manuu.edu.in
8.	MANUU Regional Centre – Ranchi House No. 1/2, First Floor, Rasaldar Nagar, Doranda, Ranchi – 834002, Jharkhand	Dr. Md. Umar Farooque <i>Azam Assistant Regional Director</i>	(M): 9011004970 (Off): 0651-2491105 email: ard.ranchi@manuu.edu.in
9.	MANUU Regional Centre – Srinagar House No. 18-B, Opposite Beeco Gallery, Jawahar Nagar, Srinagar – 190008, Jammu and Kashmir	Dr. Mohd Aijaz Ashraf <i>Regional Director</i>	(M): 9419529585 (Off): 0194-2310221 email: rd.srinagar@manuu.edu.in
Sub-Regional Centres			
10.	MANUU Sub Regional Centre – Amravati Sagar Nagar, Near Camp Masjid, Old Bypass Road, Chaprasi Pura, Amravati – 444602, Maharashtra	Dr. Mohd. Ahsan <i>(In-charge) Regional Director</i>	(M): 9425016862 (Off + Fax): 0721-552654 Email: src.amravati@manuu.edu.in
11.	MANUU Sub Regional Centre – Hyderabad Room No. 607, 6th Floor, Haj House Building, Opp. Public Garden, Nampally, Hyderabad – 500001, Telangana	Dr. M. Mazhar Quadri <i>Assistant Regional Director</i>	(M): 9849034125 (Off): 040-24526656 email: 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 – 180015, Jammu & Kashmir	Dr. Abdul Ghani <i>Regional Director</i>	(M): 9419963002 (Off): 0191-2460150 email: ard.jammu@manuu.edu.in
13.	MANUU Sub Regional Centre – Lucknow 504/122, Tagore Marg, Near Shabab Market, Lucknow – 226020, Uttar Pradesh	Dr. Huma Yaqub <i>In-charge</i>	(M): 08127158103 email: src.lucknow1@gmail.com
14.	MANUU Sub Regional Centre – Nuh MANUU Satellite Campus, Village Palla, Nuh, District Mewat – 122107, Haryana	Dr. Reyaz Ahmad <i>In-charge</i>	(M) 9052112740 email: rd.nuh@manuu.edu.in manuusrcnuh@gmail.com

15.	MANUU Sub Regional Centre – Varanasi Ground Floor, H. No. C19/187-7A-1, 2, Gulab Bagh, Sigra, Varanasi – 221010, Uttar Pradesh	Dr. Mohd Shamsuddin <i>Assistant Regional Director</i>	(M): 9911487568 email: srcvaranasi@manuu.edu.in shamsaziz@manuu.edu.in
16.	MANUU Sub Regional Centre-Hyderabad Extension Centre , SAMANA College of Design Studies, Opp. HDFC Bank, M. G. Road, Vijayawada – 520010, Andhra Pradesh	Professor Samana Hussaini <i>In-charge</i>	(M): 9106528786 email: 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, UGC-DEB and NCTE recognises all programmes offered by MANUU through distance mode wherever applicable. All programmes are approved by statutory bodies of the university.
2.	What is the website address of CDOE, MANUU?	https://www.manuu.edu.in/cdoe
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, see this year's prospectus.
4.	What documents are to be scanned and uploaded along with the MBA application form?	● Proof of Date of Birth ● Qualifying Exam Certificate ● Proof of the knowledge of Urdu ● Category Certificate (If applicable) ● Passport-Size Photograph ● Signature Refer to the prospectus for complete details.
5.	Does the university have learner support centres and exam centres?	Yes, the university has learner support 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 program duration of CDOE courses?	Please see this 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 at any other university in parallel to this ODL Programme?	Yes, as per UGC guidelines
17.	How can I get the 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's 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 Learner Support 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 the OBC-NCL, EWS, or PWD categories must upload valid certificates issued in the prescribed Government of India (Central Government) format. Applicants seeking reservation under the OBC-NCL category should note that OBC certificates issued by State Governments differ from those prescribed by the Central Government and shall not be accepted for claiming reservation benefits under the Government of India norms. Accordingly, candidates must upload a valid OBC-NCL certificate in the prescribed Central Government format. The OBC-NCL and EWS certificates must have been issued on or after **25 August 2025**, i.e., within one year preceding the tentative last date of submission of forms for the academic year 2026–27. In the event of any change in the admission schedule, the validity of such certificates shall be determined with reference to the revised last date of admission notified by the University. Specimen formats of OBC-NCL, EWS, SC/ST, and PWD certificates are provided on the following pages for the guidance of applicants.

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. 12011/88/93-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 / 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.

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.

Centre for Distance and Online Education



مولانا آزاد نیشنل اردو یونیورسٹی

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University, Ministry of Education, Govt. of India)
Accredited as "A+" Grade by NAAC



Prospectus 2026-27

(July 2026 Session)

MBA Programme

Academic Session July 2026

Admission portal: www.manuadmission.samarth.edu.in

Student Support Service Unit: 040-2300 8463, 040-2312 0600 (Ext: 2207 & 2208)

Examination Branch: 040-2300 6605, 040-2300 8408; (distance/exam@manuu.edu.in)

Email: cdoadm2025@manuu.edu.in; Website: www.manuu.edu.in





The President of India presents the Padma Shri Award in the field of Literature and Education to Prof. Syed Ainul Hasan, Vice Chancellor, MANUU



Centre for Distance and Online Education Staff