

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)

B.Ed. Programme

Academic Session July 2026

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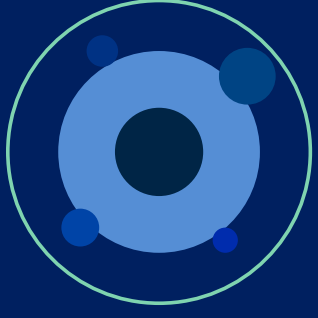




The President of India presents the Padma Shri Award in the field of Literature and Education to Prof. Syed Ainul Hasan, Vice Chancellor, MANUU



Centre for Distance and Online Education Staff



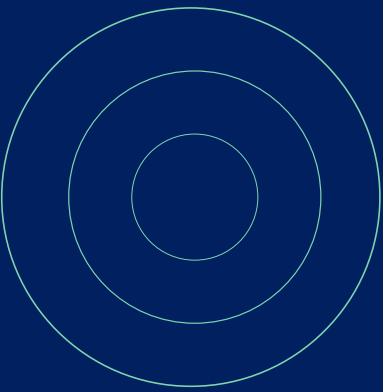
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MANUU



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. Mohammad Razaullah Khan

Centre for Distance and Online Education (CDOE)



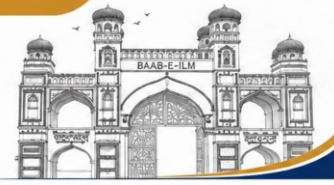
Medium of Instruction and Examinations

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.



Contents

1. About Maulana Azad National Urdu University	12
2. About Centre for Distance and Online Education (CDOE)	14
3. Bachelor of Education Programme	16
3.1. Introduction	16
3.2. Objectives of the Programme.....	16
3.3. Recognition by NCTE & UGC-DEB	17
3.4. Duration of the Programme.....	18
3.5. Medium of Instruction	18
3.6. Semester Mode	18
3.7. Eligibility	18
3.8. The List of NCTE Recognized Teacher Education Programmes, whose pass- outs along with graduation are Eligible for Admission in B. Ed. (ODL)	21
3.9. Programme Fee	21
3.10 Fee Revision.....	22
3.11 Fee Refund Policy.....	22
3.12 Re-Admission.....	22
3.13 Instructional System.....	24
3.14 Evaluation.....	25
3.15 Structure of the Programme	27
4. Process of Admission	30
4.1. Entrance Test.....	30
4.2. Structure of the Entrance Test Paper for B.Ed.....	31
4.3. List of Entrance Test Centers	32
4.4. How to Fill the Information in the OMR Response Sheet	32
4.5. General Instructions for Entrance Test.....	33
4.6. Declaration of Results, Rank and Merit Lists	36
4.7. Online Documents Verification	36
4.8. Documents to be submitted by the Candidate at the Time of Verification	36
4.9. List of Programme Centres/ Exam Centres	38
4.10 Cancellation of Admission.....	40
5. Tentative Admission Schedule and Academic Calendar for B.Ed. (ODL).....	41
6. Directory of Staff at CDOE.....	42
7. Regional and Sub-Regional Centres (RCs & SRCs)	45
8. Frequently Asked Questions (FAQs)	46
9. Specimen Formats of Certificates.....	48
10. Prospectus Committee.....	55



**MAULANA AZAD NATIONAL
URDU UNIVERSITY**
(A Central University)
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B.Ed. Prospectus CDOE 2026-2027



दक्षिण क्षेत्रीय समिति
राष्ट्रीय अध्यापक शिक्षा परिषद्
(भारत सरकार का एक सांविधिक निकाय)



Southern Regional Committee
National Council for Teacher Education
(A Statutory Body of the Government of India)

F.No.SRC/NCTE/APS07298/B.Ed.-ODL/TS/2022/ 137858
F.No.SRC/NCTE/SRCAPP1960/B.Ed.-AI-ODL/TS/2022

Dated: - 12 DEC 2022

TO BE PUBLISHED IN GAZETTE OF INDIA PART III SECTION 4 CONTINUATION ORDER

WHEREAS, the recognition u/s 14 (3)(a) of NCTE Act, 1993 was granted to the institution namely, **Maulana Azad National Urdu University, Hyderabad, Andhra Pradesh** for **B.Ed.-ODL & B.Ed.-AI-ODL** as per following details:-

- (i) The SRC vide order no. F.SRO/APS07298/B.Ed-DE/2006-2007/5803 dt. 28.06.2007 for conducting Secondary (B.Ed.- Distance Education) of one year duration with an annual intake of 500 students.
- (ii) The SRC vide order no. F.SRO/SRCAPP1960/B.Ed-DE/AP/2014-15/57189 dt. 26.02.2014 for conducting (B.Ed.-AI-Distance Education). Programme of two years duration with an annual intake of 500 students.

2. **AND WHEREAS**, a letter was issued to the institution regarding notification of new Regulations 2014 seeking consent on their willingness for fulfilling the revised Norms and Standards and the institution has not submitted the Affidavit.

3. **AND WHEREAS**, for non-submission of Affidavit as per Regulations 2014. Accordingly, as per decision of SRC a Show Cause Notice was issued to the institution on 25.02.2016. The Maulana Azad National Urdu University vide letter dt. 03.04.2019 submitted its reply to clarification.

4. **AND WHEREAS**, the SRC in its 374th Meeting held on 09th & 10th April, 2019 considered the matter and decided to issue Show Cause Notice. Accordingly, as per decision of SRC Show Cause notice was issued to the institution on 22.04.2019. The institution did not submit any reply to Show Cause Notice.

5. **Accordingly**, the SRC in its 385th Meeting held on 03rd March, 2020 the matter was considered and decided to issue Last reminder (Letter) to the University. Accordingly, as per decision of SRC last reminder (Letter) was issued to the University on 13.03.2020. The institution has submitted its reply on 30.04.2020

6. **AND WHEREAS**, the SRC in its 388th Meeting held on 14th & 15th September, 2020 considered the matter and decided to issue a letter to the University. Accordingly, as per decision of SRC letter was issued to the University on 24.09.2020. The university has submitted its reply on 14.10.2020. The SRC in its 393rd Meeting held on 05th & 06th January, 2021 considered the

Page 1 of 6

कार्यालय: जी-7, सेक्टर-10,
(निकट सेक्टर-10 मेट्रो स्टेशन), द्वारका,
नई दिल्ली - 110075
website: ncte.gov.in/Website/SRC.aspx

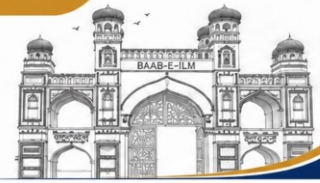
Director, DDE

21/12/22



FM No.	8-520
Inward Dt.	14/12/22
Outward Dt.	

Office: G-7 Sector-10,
(Near Sector-10 Metro Station), Dwarka,
New Delhi - 110075
E-mail: src@ncte-india.org



matter and decided to issue Show Cause Notice to the University. Accordingly, as per decision of SRC Show Cause Notice was issued to the institution on 18.01.2021. The University vide letter dt. 29.03.2021 submitted its reply to the Show Cause Notice.

7. **AND WHEREAS**, the SRC in its 398th meeting held on 07.04.2021 considered the matter and decided to issue a letter to the University. Accordingly, as per decision of SRC a letter dt. 12.04.2021 was issued to the MS, NCTE for seeking clarification.

8. **AND WHEREAS**, the University vide letter dated 16.04.2021 has submitted written representation in response of SCN. Further, the University vide letter dated 21.10.2021 has submitted written representation in response of Show Cause Notice.

9. **AND WHEREAS**, the SRC in its 405th Meeting held on 13th & 14th December, 2021 considered the matter and decided to issue letter to the Under Secretary (Regulation) and The Registrar, Maulana Azad national Urdu University. Accordingly, as per decision of SRC letter was issued on 14.01.2022 & 17.01.2022. The SRC in its 409th meeting held on 29th & 30th March 2022 decided to collect amount of Rs. 2 Lakhs non-refundable to each institution seeking condition of recognition for B.Ed. ODL programme to meet expenditure involved in getting self-learning material asset by subject experts. Accordingly, letter dt. 12.05.2022 was issued to the MANUU. In response to the letter, MANUU has deposited Rs. 2 Lakhs along with SLM/SIM material. The matter was placed before the SRC in its 412th Meeting held on 05th & 06th July, 2022 where by the Committee has formed Sub-Committee consisting of 4 Members. The Sub-Committee has finalized the list of subject experts and slab for payment to the subject expert for evaluation. Accordingly, the SIM/SLM Material submitted by the institution has been sent to the subject expert for the evaluation. The subject expert has given their report to the SRC. MANUU has submitted faculty list of 8 no. as per prescribed Performa of NCTE dt. 02.09.2022.

10. **AND WHEREAS**, a letter dt. 14.09.2022 has been issued to the UGC regarding information of the status of the institution i.e., MANUU. The subject expert has submitted their evaluation report on 05.09.2022. The matter considered in SRC its 414th meeting held on and the Committee decided as under:-

The original files of the Institution alongwith other related documents, NCTE Act, 1993, Regulations Guidelines issued by NCTE from time to time carefully considered by the SRC and the following observations were made were made: -

The Committee has decided to issue a continuation of recognition order to Maulana Azad National Urdu University Gochibowli, Hyderabad, Telangana-500032 as they comply with NCTE Regulations. The RD, SRC is authorised to issue the order to the effect subject to clearance from the UGC.



11. **AND WHEREAS**, as per decision of SRC a letter was issued to the UGC (Distance Education Bureau) vide order no. F.No. SRC/APS07298-B.Ed./SRCAPP1960-B.Ed.-AI/ODL/2022/135785 dated 04.10.2022.

12. **AND WHEREAS**, in response to the letter dated 04.10.2022 the Maulana Azad National Urdu University has submitted representation vide no ref. MANNU/DDE/B.Ed-I/F.40/349 dated 24.11.2022, which is as under:-

"The matter of B.Ed. (ODL) programme remains pending between SRC-NCTE and UGC-DEB for the last two years. The University could not offer this programme since then due to the communication gap between two regulatory bodies. The situation is severely affecting the in-serving education of Urdu medium teachers in particular and quality of school education of Urdu medium schools in general across the country. The loss of two years for in-service teacher education is a big loss both for the Urdu medium teachers and Urdu medium school education as a whole.

Therefore, you are kindly requested to issue Continuation of Recognition Order without waiting for clearance from UGC-DEB. After getting this order from SRC-NCTE, the University will submit the same to UGC-DEB for their clearance, then only the process of admissions will commence under intimation to your office."

13. **AND WHEREAS**, the SRC in its 417th meeting held on 01st – 02nd December 2022 considered the matter and decided as under:-

"The original files of the Institution along with other related documents, NCTE Act, 1993, Regulations Guidelines issued by NCTE from time to time carefully considered by the SRC and the following observations were made: -

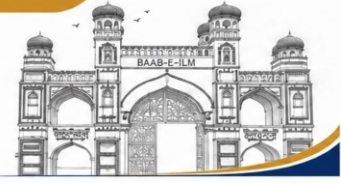
The Committee after perusal of the letter received from the registrar MANUU, decided to issue continuation of recognition order to Maulana Azad National Urdu University, Gochibowli, Hyderabad, Telangana-500032 as they complied with NCTE Regulations for B.Ed. (ODL). Therefore, the RD SRC is advised to issue continuation of recognition order for 2 units of B.Ed. (ODL) i.e. 1000 (working teachers).

14. **NOW THEREFORE**, this order is issued permitting the institution i.e., **Maulana Azad National Urdu University, Gochibowli, Hyderabad, Telangana-500032** for continuation of recognition for **(B.Ed.- ODL) & B.Ed.-AI-ODL Course in Urdu Medium** for two years duration for one unit i.e., **1000 seats** subject to fulfillment of the following conditions: -

- I. The Endowment fund of Rs. 5 lakhs and Reserve fund of Rs. 7 lakhs kept in joint account with Regional Director of NCTE should be maintained perpetually. Raising loan against the FDRs or mortgaging them shall not be allowed.
- II. The institution shall comply with various other norms and standards prescribed in the NCTE Regulations, 2014 as amended from time to time.



- III. The institution shall make admissions only after it obtains affiliation from the examining body in terms of clause 8(10) of the NCTE (Recognition Norms & Procedure) Regulations, 2014.
- IV. The institution shall ensure that the required number of academic staff duly approved by affiliating body for conducting the course should always remain in position.
15. Further, the institution is required to fulfill all such other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University /Body, the State Government etc. as applicable.
16. The institution shall submit to the Regional Committee as Self – Appraisal Report at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.
17. The institution shall maintain its Website with hyperlink to the Council and the Southern Regional Committee, covering, inter – alia, the details of the institution, its locations, name of the programme(s) with intake; available of physical infrastructure, such as land, building, office, classrooms, and other facilities of amenities; instructional facilities, such as laboratory and laboratory and library and the particulars of their teaching faculty and non-teaching staff with photographs, for information of all concerned. The information with regard to the following shall also be made available on the website namely: -
- Sanctioned programme(s) along with annual intake in the institution:
 - Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph.
 - Name of faculty members who left or joined during the last, quarter:
 - Name of Students admitted during the current session along with qualification, Percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.
 - Fee charged from students.
 - Available infrastructural facilities.
 - Facilities added during the last quarter.
 - Number of books in the library, journals subscribed to and additions, if any, in the last quarter.
 - The affidavit with enclosure submitted along with application.
 - The institution shall be free to post additional relevant information if it so desires.
 - Any false or incomplete information on website shall render the institution liable for withdrawal of recognition.
18. The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.
19. The institution shall make available the list of students admitted on its official website.
20. The institution shall fill the information on GIS Portal on the NCTE Website.



If the institution contravenes any of the above conditions or the provision of the NCTE Act, Rules, Regulations and orders made of issued there under, the institution will render itself vulnerable to adverse action including withdrawal of recognition by the Southern Regional Committee under the provisional of Section 17(1) of the NCTE Act, 1993.

Also order that a copy of this Order be published in the official Gazette.

By Order,

(Signature)
(Madan Singh Yadav)
Regional Director

The Manager
Govt. of India Press
Department of Publications, (Gazette Section)
Civil Lines, Delhi – 110 054

Copy to: -

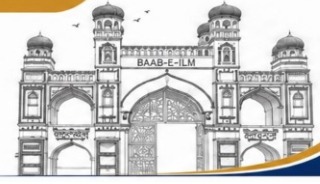
1. **The Registrar,**
Maulana Azad National Urdu University,
Gochibowli, Hyderabad, Telangana-500032.
2. **The Secretary,**
Department of School Education and Literacy,
Ministry of Education,
Govt. of India, Shastri Bhawan,
New Delhi- 110001.
3. **The Principal Secretary, (Higher Education)**
Department of Education (In charge Teacher Education),
Govt. of Telangana, Room No. 117,
D-Block, Ground Floor, Telangana Secretariat,
Hyderabad-500022,
Telangana.
4. **The Under Secretary (IT and E-governance),**
National Council for Teacher Education,
G-7, Sector-10, (Near Sector-10 Metro Station), Dwarka,
New Delhi-110075.

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Dir (DDE)



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

**B.Ed. Prospectus
CDOE 2026-2027**



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

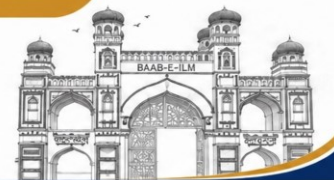
*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare
Maulana Azad National Urdu University
Sachibowli, Hyderabad, Telangana as
Accredited
with *CSPA* of 3.36 on four point scale
at *A+* grade
valid up to December 19, 2027*

Date : December 20, 2022



S. C. Sane
Director

EC(SC)/136/3rd Cycle/TSUNGNI0145



UGC-DEB Communication

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:	Central University
Registration ID:	DEB-U-0023
Date of submission of proposal on Portal:	11 May, 2026
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, 15
	UG: 08
	PG: 07

Proposed programme(s) details

Total No. of Proposed Programme(s):	02
Number of Proposed UG programmes:	Total: 01
	UG (Hons. programme(s) with 4 years duration): Nil
Number of Proposed PG programmes:	01
Number of Proposed Post Graduate Diploma programmes:	00
Number of Science based programmes:	00

4. Recommendations Summary

Sr. No.	Programme Name	Recommended /Not Recommended	Remarks, if recommended/ Reason(s); if not recommended
1.	BACHELOR OF EDUCATION (NA)	Recommended	

2.	MASTERS OF ARTS (URDU)	Recommended	
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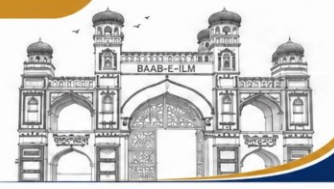
5. Overall Remarks, if any:

1. HEI shall offer programmes found recommended in Table 4 above from the academic year 2026-27, academic session beginning August, 2026 and onwards.
2.
3. *HEI shall offer the BACHELOR OF EDUCATION (2 Years duration) * programmes from the academic year 2026-27, academic session beginning August, 2026 and February, 2027 only .



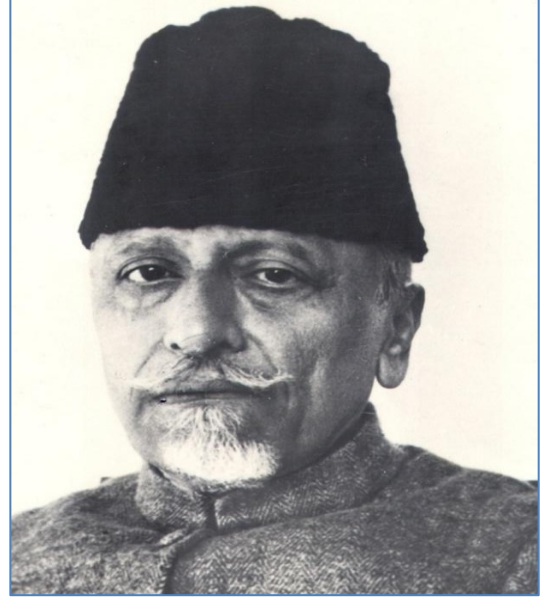
**MAULANA AZAD NATIONAL
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B.Ed. Prospectus
CDOE 2026-2027



1. About Maulana Azad National Urdu University (MANUU)

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



its regular academic and research programmes in 2004. The University is named after Maulana Abul Kalam Azad, a scholar par excellence, a prolific writer, an inimitable orator, a gallant freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India. Presently, MANUU is in the process of consolidating the existing institutions, while expanding it to reach the unreached through various intervention measures. Further, to meet the rising aspirations of youth in general and Urdu speaking community in specific, the University is making considerable progress in all fronts of academics, research and governance with specific vision, mission and objectives.

Vision

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

Mission

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



www.manuu.edu.in



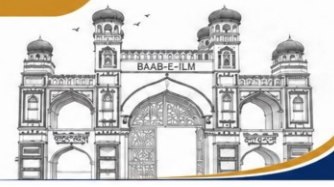
dir.dde@manuu.edu.in



040-23008314



Gachibowli, Hyderabad,
Telangana – 500 032



Mandates & Objectives

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

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

In order to achieve the objectives, the University endeavors to:

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

Schools and Departments of the University

The University currently offers 127 Programmes (31 - Ph.D., 33 - PG, 21 - UG, 2 - PG Diploma, 10 - Diploma, 2 - Certificate; 28 - Part Time Programmes (1 - PG, 4 - PG Diploma, 3 - Advanced Diploma, 11 - Diploma and 9 - Certificate Programmes). In addition to academic programmes, the University offers Technical Diploma Programmes through Polytechnics (08 Diplomas) and Vocational Programmes through Industrial Training Institutes (08 Trades). The University also offers PG, UG, Diploma, and Certificate Programmes through ODL under the Centre for Distance and



Online Education (CDOE). The University delivers innovative and relevant quality education with flexible academic framework through National Credit Framework (NCrF) and National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Programmes (CCFUGP) under NEP 2020 guidelines. MANUU has included SWAYAM MOOCS course as part of curriculum and every student has to complete one SWAYAM MOOCS course as compulsory from the forthcoming academic year 2026 - 2027.

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

Every aspirant of education cannot afford to go to the Universities/Colleges to pursue her/his goals in education through regular/ campus mode. Distance Mode of Education is a tool for providing education by taking it to the doorstep of the aspirants. It aims to reach the unreached. Distance Mode of Education known as Open and Distance Learning (ODL) is more suitable and apt for those who want to improve their knowledge and qualification by staying at home or by doing their daily routine/professional work. They need to attend a few classes at the Learner Support Centres (LSCs) opted by them as per UGC - DEB guidelines and University rules & regulations.

The Centre for Distance and Online Education offers various academic programmes in distance mode and operates through a network of 9 Regional Centres (RCs) and 6 Sub-Regional Centres (SRCs) and 163 Learner Support Centres (LSCs) cum Exam centres and 7 exclusive exam centres catering to thousands of students each year at their doorsteps.

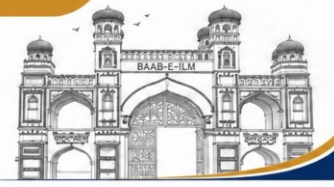
The Instructional Media Centre (IMC), Centre for Information Technology (CIT), Directorate of Translation, Translation Studies, Lexicography and Publications (DTTLP) and Centre for Internal Quality Assurance (CIQA) work in close coordination with the Centre for Distance and Online Education academically and technically to enrich the programmes under Distance Education. CDOE prepares video lectures with technical assistance from its Digital Multimedia Centre (DMMC) and Instructional Media Centre (IMC) of the University to provide synchronous and asynchronous learning environment to the learners through its dedicated CDOE YouTube channel:

<https://www.youtube.com/@CDOEMANUU>

and IMC YouTube channel:

<https://www.youtube.com/imcmanuu>

A large repository of audio-visual educational programmes has already been prepared by the Media Centres (CDOE's DMMC and IMC) and new lessons are regularly produced and uploaded. Soft



copies of Self Learning Material (SLM) are also provided to the learners through the University's website at <https://manuu.edu.in/cdoe/slm>. E-content and E-tutorials are made available in the public domain for the learners. E-Learning Materials (E-LM) for the online programmes/courses are also made available through open access.

In accordance with NEP 2020, Centre for Distance and Online Education (CDOE) has introduced 4 Year Undergraduate programmes. As per UGC-DEB regulations, the curriculum of various ODL programmes has been revised and synchronized with that of regular mode. Accordingly, the SLM is prepared. The Centre for Distance and Online Education (CDOE) has vigorously started adopting Information and Communication Technology (ICT) in its academic and administrative functioning. Admissions to all Centre for Distance and Online Education (CDOE) programmes are now being conducted through on-line mode only. To improve communication between Centre for Distance and Online Education (CDOE) and learners, SMS facility is now being extensively used to send alerts to students about various aspects of programme delivery such as Course Registration, Dispatch of SLMs, Assignments etc.

Vision

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

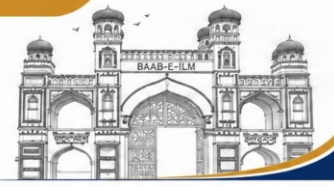
Mission

- To enhance access to education and training programmes to 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 counseling 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

3. Bachelor of Education Programme

3.1 Introduction

The Bachelor of Education programme, generally known as B.Ed., is a professional programme that prepares teachers for upper primary (classes VI-VIII), secondary (classes IX-X) as well as senior secondary (Classes XI-XII) levels. The Bachelor of Education programme (B.Ed.) in ODL mode, is a professional programme for in-service teachers, a second degree in teacher education, primarily intended for upgrading the professional competence of working teachers in the upper primary, secondary schools and senior secondary level who have entered the profession without formal secondary teacher training Qualification. It aims at preparing in-service teachers for the secondary stage of education, in accordance with the notification of the NCTE with regard to minimum qualification for recruitment as a teacher. The programme shall use blended learning modality for design, development, and delivery of the programme.

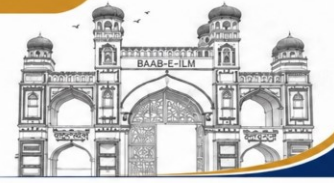
The programme also provides opportunities for sharing experiences gained by teachers. It enables teachers to select and organize learning experiences according to the requirement of learners. In addition, it provides knowledge and understanding of areas such as the latest pedagogies, educational evaluation, school management, use of ICT in education, etc.

3.2 Objectives of the Programme

To enable the student teachers to:

1. Enhance the professional competencies and systematize their teaching experiences.
2. Develop a comprehensive understanding of different methods and approaches to organizing learning experiences for secondary school students.
3. Foster the skills necessary to select and organize effective learning experiences.
4. Gain a deep understanding of the dynamics involved in the learning process.





5. Acquire the skills needed to address academic and personal challenges faced by students.
6. Obtain knowledge and practical understanding of evaluation procedures, techniques, and their classroom applications.
7. Develop the ability to select, develop, and utilize appropriate evaluation tools.
8. Acquire knowledge and understanding of various aspects of school management.
9. Develop competencies in organizing instructional activities and providing support to students.
10. Foster an appreciation of the teacher's role within the socio-cultural and political context, particularly in the field of education.
11. Cultivate artistic and aesthetic sensibilities among student teachers through Art Education.
12. Foster an understanding of diverse cultures, policies, and practices to establish an inclusive school environment.
13. Gain insights into the curriculum and establish connections between school knowledge and the everyday life of the community.
14. Build a conceptual understanding from subject knowledge using effective teaching methods and communicate these concepts to students.
15. Cultivate awareness and sensitivity towards emerging issues such as the environment, population dynamics, gender equality, legal literacy, the impact of Liberalization-Privatization-Globalization (LPG), critical understanding of ICT, and the significance of Yoga education etc.

3.3 Recognition by NCTE & UGC-DEB

The B.Ed. (ODL) programme is recognized by NCTE vide. F.NO.SRC/NCTE/APS07298/B.ED-ODL/TS & F.NO.SRC/NCTE/SRCAPP1960/B.ED-AI-ODL/TS/2022/137858 dated 12th December, 2022 and UGC – DEB vide mail dated Jun 29, 2026.



3.4 Duration of the Programme

The duration of the programme is two academic years (4 Semesters). However, the maximum period allowed for completion of the programme is five years.

3.5 Medium of Instruction: Urdu

3.6 Semester Mode:

The programme is offered in Semester mode, with four semesters.

3.7 Eligibility

The Bachelor of Education (B.Ed.) offered through ODL mode is a professional program for in-service teachers. This is a second degree in teacher education, primarily intended for upgrading the professional competence of working teachers in the primary, secondary, and senior secondary levels who have entered the profession without formal secondary teacher training. It aims to prepare in-service teachers for the secondary stage of education in accordance with the NCTE's notifications regarding minimum qualifications for teacher recruitment. (Preamble, NCTE B.Ed. (ODL) Norms and Standards, 2014).

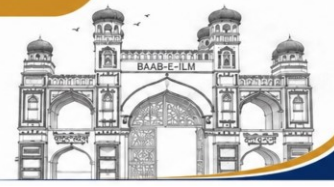
The University follows the eligibility criteria prescribed by NCTE under B.Ed. (ODL) Norms & Standards, 2014. Clause 4.2 of the said regulation reads as under.

The following categories are eligible to be the students of B.Ed. (ODL)

- (i) Trained in-service teachers in elementary education.
- (ii) Candidates who have completed NCTE recognized teacher education programme through face-to-face mode.
- (iii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable. (For consideration of OBC (Non-Creamy Layer), ONLY the Central List will be considered.)

In addition to the above,

- (i) A candidate with at least fifty percent (50%) marks either in Bachelor's degree and/or in the master's degree in Sciences/Social Sciences/Commerce/Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with



55% marks or any other qualification equivalent thereto from any UGC recognized University are eligible.

- (ii) A candidate must have studied **URDU** as a subject or medium of instruction up to 10th or its equivalent or above, as the mandate of the university is to impart education through Urdu Medium, which is its special character.

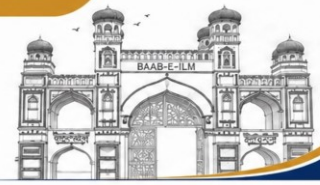
The following candidates are not eligible for this programme;

- (i) Diploma in Elementary Education (DEIED) Programme, Diploma in Primary Education (DPE) through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL will not be considered as a teacher education programme for admission to B.Ed. (ODL). NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL) Programme.
- (ii) The applicants, who have completed one year of diploma through face to face mode and second year through ODL mode or vice-a-versa, will not be considered eligible for admission.



CDOE Education Staff





Please refer frequently asked questions on ODL programmes given on NCTE website for more clarifications (https://ncte.gov.in/Website/PDF/faq_odl.pdf)

NCTE (Recognition Norms & Procedure) Regulations, 2014

Frequently Asked Questions on ODL Programmes

1.	Can a candidate having diploma in teacher education through face-to-face mode and not in any job, be admitted to B.Ed(ODL)?	A person who is a trained in-service teacher in Elementary Education provided he/she possesses BA/BSc/B.Com/MA/MSc/M.Com degree with 50% marks or degree in Engineering/Technology with 55% marks with specialization in Science & Mathematics, is eligible for admission in B.Ed (ODL) programme. The trained teacher means a person who has completed as NCTE recognised teacher education programme through face to face mode. An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education.
2.	Whether music teacher and Physical Education teacher are eligible to be admitted either in B.Ed. or B.Ed. (ODL)?	Music/Physical Education teachers are eligible to be admitted in B.Ed programme if they possess Bachelor/Post Graduate degree in Arts/Science/Social Science/ Commerce with minimum 50% marks or BE/ B.Tech with minimum 55% marks with specialization in Science and Mathematics. However, to be eligible for admission in B.Ed(ODL) programme, they should have acquired a recognised teacher education qualification through face to face mode.
3.	Whether the teachers who have passed D.El.Ed. either through face-to-face or ODL mode eligible for admission in B.Ed(ODL) programme?	The in-service teachers who have passed D.El.Ed. programme face-to-face mode are eligible for admission in B.Ed (ODL) programme.
4.	Whether an In-service teacher having a D.Ed/STC qualification can be enrolled in B.Ed(ODL) Programme without having a Bachelor's Degree?	No. To be eligible for admission in B.Ed.(ODL) programme, an in-service teacher must have Bachelor/Post Graduate degree in Arts/Science/ Social Science/Commerce with minimum 50% marks or BE/B.Tech with minimum 55% marks with specialization in Science and Mathematics besides a NCTE recognised teacher education qualification through face to face mode.
5.	What consideration could be made if a person is working in Armed Forces, having no NCTE recognized teacher training qualification and wish to apply for B.Ed. (ODL) programme?	The eligibility qualification for admission in B.Ed.(ODL) programme is same for everyone including Armed Forces personnel/employees i.e. Bachelor/Post Graduate degree in Arts/Science/ Social Science/ Commerce with minimum 50% marks or BE/B.Tech with minimum 55% marks with specialization in Science and Mathematics and Diploma/ Certificate in Elementary Education. There is no relaxation for Armed Forces personnel's.
6.	Will face-to-face Teacher Education Programme and ODL Programme together form a composite Teacher Education Institution?	No. As per NCTE Regulations 2014, any institution offering more than one teacher education programme, through face to face mode is a composite institution. The ODL programmes are offered by universities/affiliating bodies and TEIs merely function as Study Centres of the ODL institutions offering such programmes.



3.8 The students who have completed any one of the following **face-to-face NCTE Recognized Teacher Education Programmes**, along with graduation are eligible for Admission in B. Ed. (ODL).

1. Diploma in Early Childhood Education programmes leading to Diploma in Pre-school Education (DPSE - 2 Years)
2. Elementary Teacher Education programme leading to Diploma Elementary Education (D.El.Ed.)
3. Bachelor of elementary teacher education programme leading to Bachelor of Elementary Education (B. El. Ed.) degree.
4. Diploma in Physical Education Programme leading to Diploma in Physical Education (D. P.Ed.)
5. Bachelor of physical education programme leading to bachelor's in physical education (B.P.Ed.)
6. Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (VisualArts)
7. Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (PerformingArts)

Note: Apart from the above, programmes with older nomenclatures like D.Ed., TTC, TCH, UPT, etc duly recognized by NCTE as face-to-face teacher education programmes may also be considered for admission in B.Ed.

3.9 Programme Fee

The fee structure for two years B.Ed. programme is as follows:

Programme Name (B.Ed. Programme)	Admission Fee (One time, non-refundable)	Programme Fee for SC/ST/ PWD/ Women/ Transgender (Annual)	Programme fee for Other Students (Annual)	Lab Practical s Fee (Annual)	Examination Fee (Annual)	Development Fee/ Corpus Fund (Annual)	Total Fee for SC/ST/ PWD/ Women / Transgender Students (Annual)	Total Fee in Rupees for other Students (Annual)
Rupees								
1st Year Sem-I, II	1000	9900	16500	1000	2000	1000	14900	21500
2nd Year Sem-III, IV		9900	16500	1000	2000	1000	13900	20500
							28800	42000

The total fee for B.Ed. Programme is as follows;

1. **Rs. 42000/- for Unreserved/General, OBC, EWS category Candidates.**
2. **Rs. 28800/- for SC/ST/PWD/TG & Women category candidates.**

The fee is to be paid in full at the time of admission. The candidates will have to pay the fee through online mode at the time of provisional admission. If a candidate fails to pay the fee within the prescribed time, his/her admission will be deemed to have been cancelled.

3.10 Fee Revision

The University reserves the right to revise the fee structure of any programme during the programme period. The candidates shall abide by the decisions of the University Authorities and rules and regulations formulated from time to time.

3.11 Fee Refund Policy

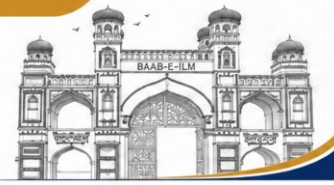
If the student intends to cancel or discontinue the programme of study at any point of time, she/he may do so only through SAMARTH Portal. The fee refund policy is as follows:

Percentage of refund of aggregate fees	Point of time when notice of withdrawal of admission is served to the University as per the UGC regulations
100%	15 days or more before the formally notified last date of admission.
90%	Less than 15 days before the formally notified last date of admission.
80%	15 days or less after the formally notified last date of admission.
50%	30 days or less but more than 15 days after formally notified last date of admission.
0%	More than 30 days after formally notified last date of admission.

3.12 Re-Admission

The Policy for Re-Admission (previously called Re-registration) into ODL Programmes is as under; Notwithstanding anything given hereunder, the UGC-DEB Guidelines and NCTE Guidelines wherever applicable shall prevail as per rules governing the year of re-admission. Further, the University Authority shall have the discretion to review cases not covered under this Policy and the decision of the University Authority shall be final in all such cases.

1. Re-Admission shall be granted for a period of two years for B.Ed. programme after completion of the maximum duration i.e., 5 years.
 - a. The period of two years shall be calculated from the last date for payment of Re-admission fee for that academic session.
 - b. A student shall apply for Re-Admission within 6 months from the end of the



maximum duration and/or declaration of her/his results whichever is later.

- c. A student can seek Re-Admission only one time. No extension will be allowed, and no additional chance will be provided.
- d. Re-Admission is for the programme. It is NOT course-wise or year-wise. Therefore, students seeking re-admission must take all their remaining years/courses/assignments/ projects/examinations whether failed or incomplete cumulatively.
- e. No special examination will be conducted for re-admission cases. Students will have to appear in the scheduled examinations conducted during the period of re-admission.
- f. In case of change of syllabus/credit structure by the University, the University may NOT allow Re-Admission period beyond one year in the old syllabus/credit structure from the end of the maximum duration.

2. To avail the facility of re-admission, students shall pay the prescribed fee as given in point 3 below within 6 months of publication of their respective results or end of maximum duration whichever is later. They will have an option to either complete the programme in one go after paying the fee for all years or may complete annually within the extension. However, the complete fee for all missed years etc. must be paid lump sum at the time of seeking re-admission.

3. The fee shall be as defined below:

Fee for Re-Admission (previously known as Re-registration)

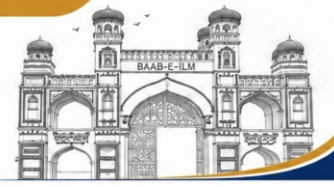
Sr. No.	Particulars	Fee Amount (In Rupees)
1.	Re-Admission in programme	25% of the current year fee as fee amount for Re-Admission
2.	Exam Fees (Per course)	Prescribed Exam fee course wise as per current exam fee.

Note

Fee must be paid in full for all missed courses at the time of seeking re-admission.

Fee paid is non-refundable and non-transferable.





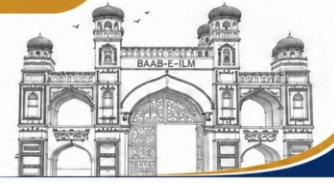
4. Students seeking Re-admission shall not be considered for Rank/Gold-Medal.
5. Marks obtained in earlier passed courses in Term-End Examination and passed Assignments shall be retained if the student is granted Re-admission. The old Roll Number/ Enrolment Number shall continue during the Re-Admission period for credit transfer.
6. The University reserves the right to cancel the Re-admission or the examinations for Re-Admission cases.
7. Application for Re-admission, payment of fee, scrutiny of applications, approvals and intimation to students shall be as decided by the University.
8. The University may devise a mechanism through SAMARTH to distinguish the Re-admission status.

3.13 Instructional System

The B.Ed. programme instructional system includes a multi-media approach, i.e., self-instructional print material, audio/video components, assignments, counseling sessions, and practical work in schools and workshops.

- (i) **Printed Self-Learning Material:** The self-learning materials in printed form for both theory and practical components of the programme shall be provided. The Self Learning Material (SLM) shall be sent by registered post. The university shall not be responsible for loss or delay by the postal department.
- (ii) **Audio-Visual Lessons:** The audio and video lessons are supplementary material for the enhancement of understanding of the subject. They will be used during counseling and workshop sessions at respective programme centres. These programmes can also be viewed at the CDOE & IMC youtube channels.
- (iii) **Assignments:** As per the NCTE Regulations, assignments are an integral and compulsory part of the instructional system. There are mandatory assignments for each theory course. These assignments are to be submitted to the respective programme centres in accordance with the prescribed schedule given in the programme guide.
- (iv) **Counselling and Workshop:** The counseling and workshop sessions will be held at respective programme centres during the scheduled time.





- a) **Counselling:** There shall be one counselling programme for 6 days duration in each semester. The counselling sessions shall be utilized for providing personalized guidance to the learners regarding content difficulty, field work, teaching practice, projects, assignments, dissertations, time management, study skills etc.
- b) **Workshop:** There shall be one workshop of 3-days duration in each semester. In the workshop, the learners will be trained and shall acquire competencies and skills which are required by a teacher or teacher educator. Therefore, they shall be engaged in certain activities as individuals or as groups, The Programme Centres shall also make arrangement for practice teaching in classroom and train them in the preparation of teaching aids, research tools, worksheets, course units, assignment, assessment rubrics. The learners shall be given sufficient opportunities to practice what they are supposed to do in the classrooms.
- (v) **School-based activities:** The learners pursuing B.Ed. ODL programme shall be involved in activities which a teacher is supposed to perform in the school.
- (vi) **Teaching Practice and Internship:** The learners shall go through a teaching practice and internship in a secondary school under the supervision of senior teachers.

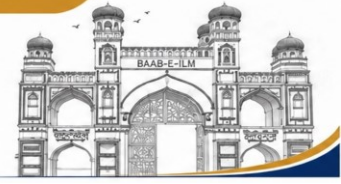
Important Instructions

- Attendance in both academic counseling and workshop sessions is mandatory.
- All activities related to B.Ed. Programme such as counseling classes, workshop sessions, assignments etc., will be organized at their respective programme centres only.
- Request of students to participate in the B.Ed. programme related activities at centres other than their allotted centres shall not be considered under any circumstances.
- The University reserves the right to conduct programme-related activities in any mode as decided from time to time.

3.14 Evaluation

The system of evaluation for both theory and practical work is as follows:





Theory

Evaluation of theory courses comprises following aspects:

- Self-evaluation exercises within each unit of study (non-credit).
- Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. There shall be 3/2 assignments per course (3 for 100 marks-4 credits and 2 Assignment for 50 marks-2 credits per course).
- The term-end examination has a weightage of 70% of the total for each course.

Practicals

Evaluation of practical courses comprises following aspects:

- Evaluation of performance in workshop-based activities.
- Continuous evaluation of school-based activities and teaching practice.
- Evaluation of internship.



3.15 Structure of the Programme

Semester I				Total Credits = 20		Total Marks = 500	
Sr. No	Paper Code	Subject	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED101CCT	Philosophical Foundations of Education	100	4		30	70
2	B9ED102CCT	Psychology of Learner and Learning	100	4		30	70
3	B9ED103CCT	Communicative English	50	2		15	35
	Pedagogy of a School Subjects – Part 1 (Any two subjects)						
4	B9ED101DST	Mathematics	100+100=200	4+4= 8		30+30=60	70+70=140
	B9ED102DST	Biological Sciences					
	B9ED103DST	Social Studies					
	B9ED111DST	Urdu					
	B9ED112DST	Hindi					
	B9ED113DST	English					
	B9ED114DST	Physical Sciences					
5	B9ED101CCP	Workshop Based Activities – I	50		2	50	
				18	2		
		Total	500	20		185	315

Semester II				Total Credits = 20		Total Marks = 500	
Sr. No	Paper Code	Subject	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED201CCT	Sociological Foundations of Education	100	4		30	70
2	B9ED202CCT	Learning and Teaching	100	4		30	70
3	B9ED203CCT	ICT Based Teaching and Learning	50	2		15	35
	Pedagogy of a School Subjects – Part 2 (Any two subjects)						
4	B9ED201DST	Mathematics	100+100=200	4+4= 8		30+30=60	70+70=140
	B9ED202DST	Biological Sciences					
	B9ED203DST	Social Studies					
	B9ED211DST	Urdu					
	B9ED212DST	Hindi					
	B9ED213DST	English					
	B9ED214DST	Physical Sciences					
5	B9ED201CCP	Workshop Based Activities - II	50		2	50	
				18	2		
		Total	500	20		185	315

Semester III			Total Credits = 20	Total Marks = 500			
Sr.No	Paper Codes	Subject Name	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED301CCT	Assessment for Learning	100	4		30	70
2	B9ED302CCT	School Management	50	2		15	35
3	B9ED303CCT	ICT Competencies	50	2		15	35
4	B9ED301EPC	Art in Education	50		2	50	
5	B9ED302EPC	Reading and Reflecting on Texts	50		2	50	
6	B9ED301CCP	Workshop Based Activities - III	50		2	50	
7	B9ED302CCP	School Based Activities - I	50		2	50	
8	B9ED303CCP	Teaching Practice & Internship (Under Supervision for three months) TP-I	100		4	100	
				8	12		
Total Marks			500	20		360	140

Semester IV			Total Credits = 20	Total Marks = 500			
Sr. No	Paper Codes	Subject Name	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED401CCT	Contemporary issues in Education	100	4	-	30	70
2	B9ED402CCT	Environmental Education	50	2	-	15	35
3	B9ED403CCT	Inclusive Education	50	2	-	15	35
4	B9ED404CCT	Health and Physical Education	50	2	-	15	35
5	B9ED401EPC	Understanding the Self	50	-	2	50	
6	B9ED401CCP	Workshop Based Activities - IV	50	-	2	50	
7	B9ED402CCP	School Based Activities - II	50	-	2	50	
8	B9ED403CCP	Final Lessons (Under Supervision) TP-II	100	-	4	100	
				10	10		
Total Marks			500	20		325	175

Semester-wise Breakup

Sr. No	Semester	Marks	Credits		Internal Assessment	External Assessment
			Theory	Practical		
1	Semester I	500	18	2	185	315
2	Semester II	500	18	2	185	315
3	Semester III	500	08	12	360	140
4	Semester IV	500	10	10	325	175
	TOTAL	2000	80		1055	945

Credits & Marks Breakup:

Sr. No	Particulars	Credit	Marks
1	CCT – Core Course Theory	38	950
2	EPC – Enhancing Professional Capabilities Course	06	150
3	DST – Discipline Specific Theory (Elective Course)	16	400
4	CCP – Core Course Practical	20	500
	Total	80	2000

Core Course Practical

Sr. No	Core Practical Course	Credits	Marks
1	School Based Activities - I	2	50
2	School Based Activities - II	2	50
3	Workshop Based Activities - I	2	50
4	Workshop Based Activities - II	2	50
5	Workshop Based Activities - III	2	50
6	Workshop Based Activities - IV	2	50
7	Teaching Practice (Under Supervision)	4	100
8	Internship & Final Lessons (Under Supervision)	4	100
	Total	20	500

Abstract (Semester wise Distribution of Credits and Marks)

Semester	Credits			Marks		
	Theory	Practical	Total	Theory	Practical	Total
1 st Semester	18	02	20	450	50	500
2 nd Semester	18	02	20	450	50	500
3 rd Semester	08	12	20	200	300	500
4 th Semester	10	10	20	250	250	500
Total	54	26	80	1350	650	2000
Grand Total	80			2000		



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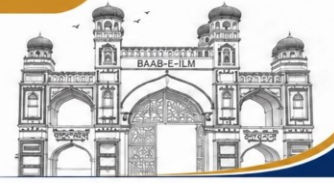
dir.dde@manuu.edu.in



040-23008314



Gachibowli, Hyderabad,
Telangana – 500 032



4. Process of Admission

- Admissions are based on the merit list of Entrance Test conducted by MANUU.
- Online application forms are available on the University website at-
<https://manuuadmission.samarth.edu.in/2026>
- While filling up application forms, candidates shall upload soft copies of all required documents.
- The candidate must appear for the Entrance Test at the selected Entrance Test Center.**
- If selected, the original documents will be verified at the time of admissions.
- The candidate will pay **registration fee through online mode only** while filling-up the application form.
- Registration fee: Rs.1,000/-

Note: *Registration fee once paid shall not be refunded. However, in case of double transactions, university may refund the excess fee received after verifying the claims. The candidates claiming to be coming under the reserved category, will have to support their claims with relevant documents while filling up the application forms, which will be verified at the time of admissions. If the registration form is incomplete, it will be cancelled.*

4.1 Entrance Test

The Entrance Test will be conducted on the specified date and at centers. Hall tickets can be downloaded from the University website at <https://manuuadmission.samarth.edu.in/2026> using the username and password provided by the University at the time of filling-up the application form. Admissions are given only based on the merit list of the Entrance Test conducted by MANUU.

The provisional admissions to the programme shall be given to the candidates subject to their ranks in Entrance Test and on production of proof of eligibility at the time of document verification. The number of seats at each programme Centre is **50 only**. The University has the right to conduct or change the examination center of the candidates without assigning any reason thereof.



4.2 Structure of the Entrance Test Paper for B.Ed.

The Entrance Test paper will consist of two parts A & B. The total number of questions will be 100 and each question will carry one mark. Thus, maximum marks allotted to the test is 100. The maximum time for the Entrance Test, consisting of two parts A & B, is Two Hours.

Section	Types of Questions	No. of Questions	Marks
Part-A			
Section I	General English	15	15
Section II	General Urdu	15	15
Part –B			
Section III	General Awareness	25	25
Section IV	Logical & Analytical Reasoning	25	25
Section V	Teaching & Learning	20	20
Total		100	100

All questions for the Entrance Test shall be in objective format and in Urdu script except for Section I General English. For each question, there shall be four answer choices and only one of them will be correct. The candidate will have to select the correct answer.

4.3 List of Entrance Test Centers

Entrance Test shall be held at the following Centres. The candidates may select the Centre as per their convenience. The Venue of the Exam Centre will be displayed on the Hall-Ticket. Please note that it is not necessary that the candidate shall have to take admission at the centre where they have appeared for their respective Entrance Test.

1. Dept. of Education & Training, MANUU, Hyderabad	2. MANUU College of Teacher Education (CTE), Asansol, West Bengal
3. MANUU CTE / Marathwada College of Education, Chhatrapati Sambhajinagar (Aurangabad), Maharashtra	4. MANUU CTE, Bhopal, Madhya Pradesh
5. MANUU CTE, Bidar, Karnataka	6. MANUU CTE, Darbhanga, Bihar
7. MANUU CTE, Srinagar, J&K	8. Regional Center – Delhi
9. MANUU Campus, Varansi	

4.4 How to Fill the Information in the OMR Response Sheet

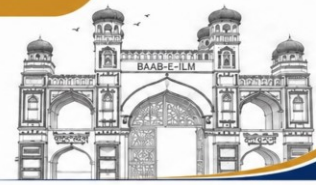
1. Write your complete 10-digit Hall-ticket number, Name, Address, and other necessary information in the space provided in the OMR Response Sheet. For example, the hall ticket number will be filled in like this: Hallticket Number: 2606035461.
2. Ensure that the Invigilator in your examination hall also puts his/her signature with date on the OMR response sheet at the space provided.
3. Use only blue or black ball pen to mark the answers to the questions on the OMR response sheet.
4. Do not make any unwanted markings on the OMR Response Sheet.
5. Write correct information in numerical digits in Enrolment number and Exam Center Code in the spaces provided.
6. Each question is followed by four probable answers, which are numbered as A, B, C & D. Candidate should select and mark only one answer, which they consider to be most appropriate or correct.
7. No marks will be awarded if more than one answer is given for one question.
8. There will be **No negative marking** for wrong answers.



4.5 General Instructions for Entrance Test

1. Mobile phones, Calculators, electronic gadgets, books, slide-rules, foot-rules, note-books, written notes, etc. will not be allowed inside the examination hall.
2. Candidate should follow the instructions given by the Centre Superintendent and by Invigilators at the examination venue. In case of any violation, the candidate will be disqualified.
3. Any candidate found copying or receiving/giving assistance in the examination will be disqualified.
4. The test booklet and the OMR response sheet will be supplied to the candidates by the Invigilators before the starting time of the exam. After the exam is over, candidates are required to hand over the OMR response sheet to the Invigilator before leaving the examination hall. Any candidate who does not return the response sheet will be disqualified, and the University may take further action against him/her. Candidates arriving half an hour late at the examination centre will not be permitted.
5. Candidates will not be allowed to leave the examination hall till half an hour before the closing time of the exam.
6. Rough work is to be done on the test booklet itself and not on any other paper.
7. Candidates should bring their hall tickets to appear in the entrance test along with photo ID card, such as Voter ID, Aadhar, Driving License, Pan Card etc. for verification.
8. At the time of admission, the candidate is supposed to submit the Hall Ticket, duly signed by the Invigilator concerned of exam centre, to the Admission In-charge with the programme fee prescribed.





MAULANA AZAD NATIONAL URDU UNIVERSITY

OMR ANSWER SHEET

OMR Sheet No:

Question Booklet No.:

Exam Date :

Time :

Hall Ticket No :

Student Name :

Father's Name :

Program :

Date Of Birth :

Gender :

Category :

Entrance

Test Centre :

Read the Instructions backside of carbonless copy:

WRONG METHODS



CORRECT METHOD



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

Name & Signature of the Candidate

Name & Signature of the Invigilator



www.manuu.edu.in



dir.dde@manuu.edu.in



040-23008314



Gachibowli, Hyderabad,
Telangana - 500 032



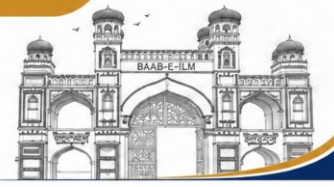
Instructions to fill the OMR Sheet

1. The candidate is required to sign inside the box with date.
2. The Invigilator shall sign inside the box with date.
3. Please start darkening the circle from Question.no.1 in case if the total no. of Questions are less than hundred. **In case of Ph.D. there are fifty questions, so darken the circles from Question.no.1 to Question.no.50.** Do not darken any circle exceeding the Questions. If a candidate does so, his/her paper shall be considered invalid.
4. This answer sheet will be processed by electronic means and should not be folded.
5. Please handover this OMR Answer Sheet to the invigilator before you leave the examination hall.
6. 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.
7. If you mark more than one circle for a given question, it shall invalidate your answer .
8. If any candidate indulges in Impersonation/Malpractice, he/she shall be debarred for life in taking any examination in MANUU.
9. For any grievance, student should bring the copy of his OMR sheet.

اوایم آر اطلاعاتی حصہ پُر کرنے سے متعلق ہدایات

1. امیدوار دیے گئے باکس میں مع تاریخ دستخط کیجیے۔
2. ممتحن دیے گئے باکس میں مع تاریخ دستخط کرے گا۔
3. اگر کسی پرچے میں سو سے کم سوالات ہیں تو OMR شیٹ میں اتنے ہی جوابات دیے جائیں۔ پی ایچ ڈی پروگرام کی صورت میں کسی پرچے میں 50 سوالات ہیں تو جواب ایک سے پچاس تک ہی OMR شیٹ میں دیا جائے۔ اگر کوئی امیدوار سوالات سے بڑھ کر دائرہ کو گہرا کرے، اس کا پرچہ جانچا نہیں جائے گا۔
4. چونکہ جوابی بیاض الیکٹرانک طریقہ سے چانچی جاتی ہے اس لیے اسے مت موڑیے۔
5. امتحان ہال سے نکلنے سے پہلے اوایم آر جوابی (OMR) بیاض کے ساتھ سوالات کا کتابچہ ممتحن کے حوالے کر دیجیے۔
6. دائروں کو گہرا کرنے کے لیے نیلا/ کالا بال پوائنٹ قلم استعمال کیجیے۔ اس میں وائٹنر یا کسی اور چیز سے صحیح مت کیجیے۔
7. کسی سوال کے جواب میں دو دائرے گہرا کرنے کی صورت میں جواب مسترد ہو جائے گا۔
8. اگر کوئی امیدوار نقل/تسلیمی حالت میں پکڑا جائے تو اسے مانو کے کسی بھی امتحان میں شرکت سے محروم کر دیا جائے گا۔
9. کسی بھی شکایت کے لیے ضروری ہے کہ امیدوار OMR شیٹ کی کاپی اپنے ساتھ لائیں۔





4.6 Declaration of Results, Rank and Merit Lists

1. The result of Entrance Test indicating the rank will be uploaded on MANUU website (<https://manuu.edu.in/cdoe>) on the date specified. The qualifying candidates will be given rank according to the merit obtained in the Entrance Test.
2. The candidates are advised to visit the university website frequently for updates about the entrance test results, merit lists and admissions, etc.
3. The information will also be provided to the students through their provided functional registered email addresses. In case of any delay and non delivery of the information, university will not be responsible.
4. The qualified and called for candidates (**As per merit lists**) shall have to appear / attend online verification of documents by the verification officer.
5. After document verification student will be allowed to pay the fees online and provisional admission will be given through SAMARTH portal.
6. The candidates are required to submit two sets of self attested photocopies of the Original Documents along with four passport size photographs and original photo identity proof such as Voter ID, Aadhar, Driving License, Pan Card etc. at the programme center.
7. The candidates are required to submit Original copies of Employment Certificate (Annexure I) and School Permission Certificate (Annexure II) at the programme center.

4.7 Online Documents Verification

The document verification will be conducted online through SAMARTH portal. All candidates are requested to upload relevant documents while applying for admission at SAMARTH portal. Please refer list of documents at **point no. 4.8** which is as under.

4.8 Documents to be submitted by the Candidate at the Time of Verification

The following Certificates / Documents shall be verified at the time of admissions for selected candidates only.

- Proof of having studied Urdu at SSC/ 10th or higher level as a subject or medium.
- S.S.C./10th or other relevant documents (for Date of Birth, Candidate's Name and Father's name.)
- All mark memos and certificates of graduation (I, II, IIIrd year) and post-graduation if





applicable.

- Certificate of NCTE recognized teacher training programme (D.Ed./D.El.Ed./Other) through face-to-face mode as mentioned in the eligibility criteria.
- Employment Certificate of a recognized school in the prescribed Proforma (Annexure-I). **It is mandatory that Employment Certificate must be counter signed by DEO/ BEO/MEO.**
- Appointment Order/Letter
- Permission Certificate issued by a recognized secondary school to the selected candidate for undertaking practical activities. (Annexure-II)
- Migration Certificate from the University/College last attended, if applicable.
- Certificate in support of claimed reservation (SC/ST/OBC/EWS/PWD/other) category, as per Govt. of India formats, if applicable. (For consideration of OBC (Non-Creamy Layer), ONLY the Central List will be considered.)
- Any other relevant document



4.9 List of Programme Centres/ Exam Centres

For providing individual support to its learners, the University has established 20 B.Ed. Programme Centres throughout the country. These Programme Centres are coordinated by the respective Programme Centre coordinators. These Programme Centres function under the respective Regional/Sub-Regional Centres. At the programme Centres, the learners interact with the Academic Counselors as well as their peer group, refer books in the library, watch/listen to Video/Audio Cassettes & DVD's etc. Workshop activities are also conducted at these centres. For any queries, they can contact their respective Programme Centre Coordinators.

Sr. No.	Programme Centre	Coordinator with contact number	Concerned Regional Centre
1	Centre for Distance and Online Education (CDOE), MANUU Campus, Gachibowli-500 032 Hyderabad	Prof. Shaikh Wasim 9527819587	CDOE Headquarters, Gachibowli, Hyderabad - 500 032
2	Dept. of Education & Training, MANUU Campus, Gachibowli, Hyderabad-500032, (TS)	Dr. Shaikh Ehteshamuddin 9028169191	SRC, Hyderabad Room No. 607, 6th Floor, Haj House Building, Opp, Public Garden Nampally, Hyderabad, Telangana-500001
3	Osmania College of Education, H.No. 11/9 Peta, Kawadi Street, Kurnool, Andhra Pradesh.	Dr. S. Mumtaz Begum 9848357405	
4	Panchsheel College of Education, Street Gajulpet, Dist. Nirmal-504 106 (TS)	Dr. Abdul Naveed 9948808786	
5	MANUU College of Teacher Education, DRP Educational Campus, Opp: Taj Residency, Mahmood Pura, Rauza Bagh, Chhatrapati Sambhajinagar (Aurangabad) - 431 001 (MS)	Dr. Syeda Hajera Nausheen 9923142803	Mumbai Regional Centre, MANUU, Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703. (MS)
6	Marathwada College of Education, Dr. Rafiq Zakaria Marg, Rauza Bagh, Chhatrapati Sambhajinagar (Aurangabad) - 431 001 (MS)	Dr. Shaikh Shakeel Majeed 9923020030	

7	Iqra College of Education, G.No. 25/2, Iqra Nagar, Shirsoli Road, Mohandi Shivar, Jalgaon - 425 001 (MS)	Mr. Irfan Iqbal Shaikh 9923444387	
8	A.M. College of Education, Khatoon Educational Campus, Malegaon-423 203, Nasik (MS)	Dr. Shaikh Mujeeb Shaikh Zameer 7385006625	
9	Jamia College of Education, Jamia Campus Molgi Road, Akkalkuwa, Nandurbar - 425415 (MS)	Dr. Chirakhoddin Pinjari 9890362053	
10	Aaishabai College of Education, Mumbai.	Dr. Shumaila Saif Siddiqui 8691010752	
11	Al-Ameen College of Education, Hosur Road Near Lal-Bagh Main Gate, Behind Al-Ameen Tower Bangalore, 560027, Karnataka	Dr. H.R. Sudha 9845557580	Bangaluru Regional Center, MANUU, Al-Ameen College of Education, Near Lal Bagh, Main Gate, Hosure Road, Bangaluru - 560027.
12	Anjuman-E-Islam's College of Education, Mangoli Road, Vijayapur - 586 101, Karnataka	Dr. Nahida Anjum Bagali 8217699627	
13	MANUU College of Teacher Education, Shaheen Nagar, Shahapur Gate, Bidar - 585 401, Karnataka.	Dr. Hina Hasan 7599359313	
14	MANUU College of Teacher Education, Shanti Nagar, Behind Holy Family School, Godarmau Airport Road Gandhi Nagar Bhopal - 426036 (MP)	Dr. Jaki Mumtaz 9452056765	Bhopal Regional Centre, MANUU, Shanti Nagar, Behind Holy Family School, Godarmau Airport Road Gandhi Nagar Bhopal - 426036 (MP)
15	Dr. Zakir Hussain Teacher Training Institute, Surury Campus, PB No. 52, Station, Dargah Road, Burhanpur - 450 331 (MP)	Dr. Zaki Anwar 9826627310	
16	MANUU College of Teacher Education, Ilyas Ashraf Nagar Chandan	Prof. Shafayat Ahmed 7091490018	Darbhangha Regional Center MANUU Mohalla - Ismail Ganj

	Patti, Laheria Sarai, Darbhanga, Bihar		(Near Khan Lodge), Laheria Sarai, Darbhanga - 846 001 (Bihar).
17	Shaheed Peer Ali Teachers Training College, Sakri, Madhubani	Dr. Zaki Ahmad 9031090315	
18	MANUU College of Teacher Education, Danishgah Islamia High School Campus, School Lane, Hutton Road Asansol- 713301,	Dr. Syed Tauquir Imam 8637088250	Kolkata Regional Centre, MANUU, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally, Kolkata- 700 014 West Bengal
19	MANUU College of Teacher Education, Nuh, MANUU Satellite Campus, Village Palla, District Nuh Mewat-122107 (HR)	Prof. Ansarul Hasan 8218038996	Delhi Regional Centre, MANUU, 164, First Floor, Sukhdev Vihar, Near Masigarh Church, New Delhi – 110 025
20	Al-Fatima Education Society, B.Ed. College, Goipura, Phulwarisharif, Patna - 801 505	Dr. Md. Anwar 9308568805	Patna Regional Centre, MANUU, 2nd floor Bihar State Co- op Bank, Building Ashok Rajpath, Near B.N. College, Patna-800004 (Bihar)

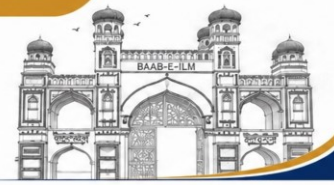
Note:

1. Qualified candidates may **choose any 10 out of the 20 Programme Centres (PC)** listed above for admission, based on their preference and subject to seat availability at the selected centre as per merit. Please note that each PC will have a single unit with a maximum **intake of 50 seats**. Once a centre has been allotted, **no changes** will be permitted under any circumstances. **The Qualified candidates may opt any one programme centre** of their choice for Term End Examinations. It will be considered as their exam centre. Exam centre once allotted will not be changed.

4.10 Cancellation of Admission

Admissions shall be cancelled without any refund of fee on the following grounds:

I. Claim of wrong/imcomplete eligibility



- II. Submission of incomplete documents
- III. Submission of incorrect/forged documents
- IV. Disciplinary grounds
- V. Any other, on the discretion of the University

5. Tentative Admission Schedule for B.Ed. (ODL)

1.	Issue of Admission Notification	5 th July, 2026
2.	Opening of SAMARTH Online Admission Portal	8 th July, 2026
3.	Last date of submission of Application Forms (Online)	25 th August, 2026
4.	Issue of Hall ticket	28 th August, 2026
5.	Date of Entrance Test	30 th August, 2026
6.	Declaration of General Rank List (Result)	4 th September, 2026
7.	Declaration of 1 st Merit List	7 th September, 2026
8.	Online Document Verification / Admission Counselling & Payment of Fee	7 th to 8 th September, 2026
9.	Declaration of 2 nd Merit List (If needed)	10 th September, 2026
10.	Online Document Verification / Admission Counselling & Payment of Fee	10 th to 11 th September, 2026
11.	Spot Admissions & Payment of Fee (If needed)	13 th to 14 th September, 2026
12.	Last Date of Admission	14 th September, 2026 (06.00 pm)

Note: These are tentative dates, students are advised to visit the University website for updates.



6. Directory of Staff at CDOE

Academic Staff

S.No.	Name & Designation	Ext.	Mobile No.	E-Mail ID
1.	Prof. Mohd Razaullah Khan, Director	2201	9404485477	dir.dde@manuu.edu.in
2.	Prof. Mushtaq Ahmed I. Patel Professor (Education)	2218	9440028488	patelmushtaq04@manuu.edu.in
3.	Prof. Sayyad Aman Ubed Professor (Education)	2221	8688477911	saman@manuu.edu.in
4.	Prof. V. S. Sumi. Professor (Education)	-	9581645757	drsumi@manuu.edu.in
5.	Prof. Sameena Basu Professor (Education)	-	9906815962	sameenabasu@manuu.edu.in
6.	Prof. Shaikh Wasim Professor (Education)	2222	9527819587	pathanmdwasim@manuu.edu.in
7.	Mr. Mohd. Gufran Barkati Asst. Professor (Education)	-	9044145228	gufranbarkati@manuu.edu.in
8.	Dr. Mohd Adil (Asst. Professor-Contractual)	-	8750363433	adlkhn7@gmail.com
9.	Dr. Sarmad Yaseen Butt (Asst. Professor-Contractual)	-	9392241016	sarmadbutt17542@gmail.com

Administrative Staff

S.No	Name & Designation	Ext.	Mobile	Email
1.	Dr. Jamaluddin Khan Deputy Registrar	2204	9441253749	
2.	Dr. Aftab Alam Baig Assistant Director	2204	9966459286	aftab.baig@yahoo.com
3.	Dr. Shafiq Ahmad Asst. Regional Director	2204	6005303261	dr.shafiq88@manuu.edu.in

4.	Mr Syed Arfath Ahmed	-	9491742608	arfathahmed@manuu.edu.in
5.	Mr. Mohd. Abdul Naseer Section Officer	2227	9848407165	naseer@manuu.edu.in
6.	Mr.Md. Shahnawaz Haidar Section Officer	2208	8500899726	shahnawazhaidar@manuu.edu.in
7.	Mr. Shaik Ismail UDC	2224	9492042783	ismail@manuu.edu.in
8.	Mr. S. Narasimhulu UDC	2215	9704435280	narasings04@gmail.com
9.	Mrs. Safiya Jeelani LDC	2213	9492787692	syedasafiajeelani@gmail.com rsc.lscs.dde@gmail.com
10.	Mr. Mohd Waseem Khan LDC	2207	9440374087	ssu.dde@gmail.com
11.	Mr. P. Narsing Rao	-	9912238839	-
12.	Mr. Seraj Khan, Computer programmer	2210	9540960295	serajkhan@manuu.edu.in
13.	Ms. Falak Tuba Computer programmer	-	7347861320	falaktuba@manuu.edu.in
14.	Mr. Faisal Technical Associate	-	7903156460	dmmc@manuu.edu.in
15.	Mr. Quazi Abu Umama Zafar Technical Assistant	-	6200422991	mquazi@manuu.edu.in
16.	Mr. Md. Altaf Alam Technical Assistant	-	8873443247	mdaltaf0786ashe@gmail.com
17.	Dr. Tabassum Consultant	-	7997201076	-
18.	Mr. Abdul Waseem, DEO	2210	9912990078	waseem.manuu@gmail.com
19.	Mr. Mohammed Tajuddin DEO	2210	9963911672	tajwings@gmail.com
20.	Mr. Mohammadd Rasheed Computer Operator	-	8686819611	Mrmzafar321@gmail.com
21.	Mr. Ibrahim Akram Siddique	-	8500849960	Ibrahimakram7@gmail.com

22.	Mr. Sayyed Azeem	-	9618563466	-
23.	Mr. Md Kaleemuddin	-	9063618133	-
24.	Mr. Abdul Alim	-	7416207131	-

Contact Numbers for Grievances

Student Support Service Unit	
Phone:	040-23008463 040-23120600 (Ext: 2207 & 2208)
E-mail ID:	ssu.dde@manuu.edu.in
Student Support:	7013417026
Technical Support:	7013450295
Dispatch:	7013997165
Examination Branch:	
Phone:	040-23006605 040-23008405 040-23120600 (Ext: 2083, 1511, 1515 & 1501)
E-mail ID:	<u>distance.exam@manuu.edu.in</u>

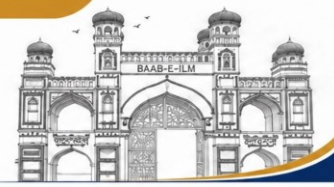
7. Regional and Sub-Regional Centres (RCs & SRCs)

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 email: manuurbclr@manuu.edu.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	In-charge	(M): 7091628874 (Off): 06272-221138, email: rd.darbhangar@manuu.edu.in
4.	MANUU Regional Centre – Delhi 2 nd Floor, Old Building Don Basco 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 In-charge	(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 Regional Director	(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 In-charge	(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 Azam Assistant Regional Director	(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 Regional Director	(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 (In-charge) Regional Director	(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, 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

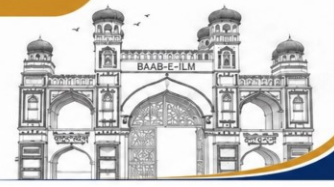
8. Frequently Asked Questions (FAQs)

S. No	Question	Answer
1.	Are all the Programmes recognised by UGC-DEB and NCTE?	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/cdoe
3.	What is the admission process?	For admission, a candidate has to fill the Online Application Form along with supporting documents to be uploaded and pay the fee through Online mode only. For more details, please refer to the current year 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. For more details, please refer to the current year Prospectus
5.	Does the University have Learner Support Centres, Programme Centres, Exam Centres?	Yes, the University has Learner Support Centres, Programme Centres and Exam Centres
6.	Can a foreigner / NRI residing abroad take admission?	Strictly as per the guidelines of Association of Indian Universities, subject to verification of equivalence of qualification and University rules governed by UGC-DEB Regulations.
7.	Are any assignments to be submitted?	Yes, assignments are to be submitted only at the respective Programme centre as per the schedule.
8.	What marks have been prescribed for assignments and term end examinations?	30 marks for assignments and 70 marks for Term end Examinations.
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 of admission and examination fee?	Payment is acceptable through Online mode -
11.	What is the last date for submission of assignments?	Please refer to the Academic Calendar of the current year
12.	What is the re-registration procedure?	Please contact the Student Support Service Unit. 04023008463 ssu.dde@manuu.edu.in
13.	What is the Programme duration of the CDOE courses?	Please refer to the current year 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 /passing in the examination?	Yes, but you must pay the next year fee as per 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 Memos after the declaration of results?	Consolidated marks memo will be dispatched to your given address after successful completion of the Programme.
18.	Whether the signature and stamp of DEO/ BEO is necessary on employment certificates?	Yes, it is necessary.





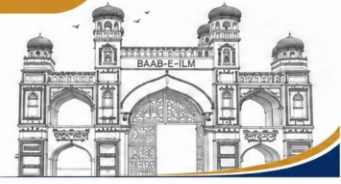
19.	How will I get the Hall ticket for appearing for the examination?	Hall Ticket / Admit Card will be made available Online on your SAMARTH dashboard.
20.	Can I take admission in regular mode of MANUU after successfully completing ODL MANUU first year/ second year?	Subject to the existing rules and regulations and with the approval from the University.
21.	Can I pursue another Programme after completing a Degree Programme under ODL, MANUU?	Yes, subject to fulfilment of eligibility
22.	If I am not satisfied with the marks I secured in an exam, can I apply for re-evaluation?	Please refer to Examination rules for ODL given on the University website.
23.	Can I change my Programme Centre (study centre) after submission of admission form or during the course?	No
24.	How to re-register after the expiry of admission tenure?	Please contact Student Support Service Unit. 04023008463 & 040-23120600 (Ext: 2207 & 2208) ssu.dde@manuu.edu.in

9. Specimen Formats of Certificates

(Candidates are required to upload the valid OBC/ EWS/ PWD certificates in the Government of India formats (Central Government Format) issued in the recent year not exceeding 1 year as on the last date of application form.

- Employment Certificate (Annexure I)
- Prior Permission for Undertaking Practical / Academic Activities (Annexure II)
- EWS Certificate format
- PWD Certificate format
- SC/ST Certificate format
- OBC Certificate format





Annexure-I

Employment Certificate

To be provided by the Principal/Headmaster/Headmistress

1. This is to certify that Mr./Ms..... has been teaching in this school since.....as a PRT/TGT/PGT.....and he/she is a full-time teacher at this school. He/she has.....years of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognized by the Central/ State Government/ Union Territory by virtue of Obtaining registration number.....date.....from directorate of education.....(name of the state) for a period.....years, (attested copy of school recognition certificate is enclosed). His/her appointment in this school is on full time/temporary/permanent basis.
2. He/she has been teaching the students of class.....to.....in the subjects..... etc. He/she draws Rs.....p.m.
3. I, hereby, undertake that all the in formation mentioned above, are true and the University is empowered to take legal action against me for any wrong information.

Signature of the Principal/Headmaster/Headmistress
(with Stamp/Seal)

Full Name:.....

Designation:.....

Full Address of the School:.....

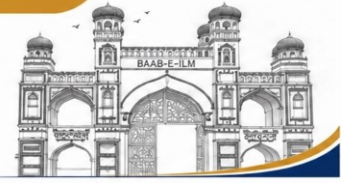
Phone (Mobile) No.:.....

Email ID:.....

Date:.....

Signature of Districe Education Officer/
Block Education Officer
(with Stamp/Seal)





Annexure-II

**Permission Certificate for Undertaking Practical / Academic
Activities from a Secondary School**

To be provided by the Principal/Headmaster/Headmistress

1. This is to certify that Mr./Ms.....has been teaching in the school.....as a PRT/TGT/PGT. He/shehas..... years of teaching experience.
2. I, hereby, undertakethat he / she will be permitted in our school for all the practical/academic activities at secondary level, required for B.Ed. (ODL) Programme.

Signature of the Principal/ Headmaster/ Headmistress
(with Stamp/Seal)

Full Name: Designation:.....
Full Address of the School:.....
.....
Phone (Mobile) No.:.....
Email ID:.....
Date:.....





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 _____

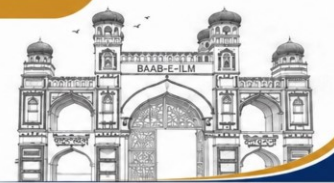
Recent Passport size
attested photograph of
the applicant

*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-VI
(Asper RPD Act, 2016)
Certificate of Disability
(In cases of multiple disabilities)
{See Rule 18(1)}
(Name and Address of the Medical Authority issuing the Certificate)

RecentPassportsize
AttestedPhotograph
(Showing faceonly)
OfthePersonwithDis
ability

CertificateNo.:

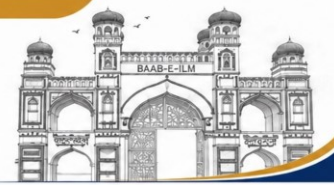
Date :

This is to certify that we have carefully examined Shri/Smt/Ms. _____ 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 the photograph is affixed above, and I am 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 (numberand date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / MentalDisability(in%)
1	Locomotordisability	@		
2	MuscularDystrophy			
3	Leprosycured			
4	Dwarfism			
5	CerebralPalsy			
6	AcidAttackVictim			
7	LowVision	#		
8	Blindness	#		
9	Deaf	*		
10	Hardof Hearing	*		
11	Speech&Language disability			
12	Intellectualdisability			
13	Specific learningdisability			





14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

@ e.g. Left / Right / Both Arms / Legs #e.g.

Single Eye

*e.g. Left/Right /Both Ears

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (number and date of issue of the guidelines to be specified), is as follows:

(C) In figures: _____ percent

(D) In words : _____ percent

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

3. Re-assessment of disability is:

i) not

necessary, or

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

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

Name of Document	Date of Issue	Details of Authority issuing Certificate

5. Signature and Seal of the Medical Authority

Name & Seal of Member	Name & Seal of Member	Name & Seal of the Chairperson

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





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 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.





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

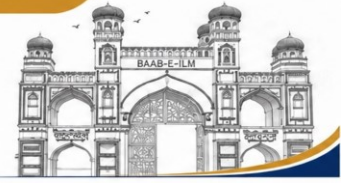
Seal

* 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 / 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.





10. Prospectus* Committee

S.No.	Name	Designation
1	Prof. Mushtaq Ahmed I. Patel, Professor	Chairperson
2	Prof. Sayyad Aman Ubed, Professor	Member
3	Prof. V.S. Sumi, Professor	Member
4	Prof. Sameena Basu, Professor	Member
5	Dr. Mohd. Gufran Barkati, Asst. Professor	Member
6	Dr. Shafiq Ahmed, Asst. Regional Director	Member
7	Dr. Mohd. Akmal Khan, Asst. Professor (Contractual)	Special Invitee
8	Mr. S. Narasimhulu, UDC	Member
9	Prof. Shaikh Wasim, Professor	Member Convener

* Draft Copy

