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## I. University Profile:

Maulana Azad National Urdu University (MANUU) is a Central University established in 1998 by an Act of Parliament. It is mandated to promote and develop the Urdu language and to impart vocational and technical education in Urdu medium through conventional and distance modes. The headquarters of the University is at an outstanding central location- Gachibowli, Hyderabad, sprawling over 200 acres. The students and staff of the University are drawn from throughout India. The University is awarded "A" Grade by National Assessment & Accreditation Council (NAAC) in the year 2009.

The objectives of the University are as follows:

1. to promote and develop the Urdu language;
2. to impart education and training in vocational & technical subjects through the medium of Urdu;
3. to provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through Campus and Distance modes; &
4. to focus on women education.

The University's campus education as on today boasts of seven Schools of Studies namely,

1. School of Languages, Linguistics & Indology
2. School of Arts & Social Sciences
3. School of Education & Training
4. School of Commerce & Business Management
5. School of Journalism & Mass Communication
6. School of Sciences

These six Schools run 15 Departments, which in addition to offering masters programmes, provide research programmes at M. Phil. and Ph. D. levels. Most of the Schools have already produced a considerable number of M. Phil. and Ph.D. scholars. The focus of all these Schools is to search new areas of knowledge and to advance knowledge through research and application.

The University has several special centers such as Instructional Media Centre (IMC), Center for Urdu Language, Literature and Culture, Center for Professional Development of Urdu Medium Teachers, Academic Staff College, Center for Study of Social Exclusion and Inclusive Policy, H.K. Sherwani Center for Deccan Studies which provide value addition to the University. MANUU is a major higher education service provider across the nooks and corners of the country for underprivileged, first generation learners of Urdu medium through its distance mode programmes. A network of nine Regional Centers, five Sub-Regional Centers and about 170 study centers are helping Directorate of Distance Education in offering 16 programmes for more than 1.5 lakh learners at their door step. The University has MoUs with IGNOU, Dr. BRAOU and Doordarshan for Distance Education Programmes. MANUU also has examination centres at Jeddah, Madina, Riyadh and Dammam in the Kingdom of Saudi Arabia for distance education programmes.

The University has established three Industrial Training Institutes (ITIs) and three Polytechnic Colleges in Hyderabad, Bangalore and Darbhanga. These institutions fulfill the objectives of the University of imparting vocational and technical subjects in Urdu. Additionally, the University established six Colleges of Teacher Education at Srinagar, Darbhanga, Bhopal, Asansol, Sambhal and Aurangabad, where personal and intellectual growth of teachers is realized through varied teacher's training programmes. The University offers post Graduate courses in four languages at Lucknow Campus.

True to its mission of widening the wings of Urdu and instilling a passion for Urdu among the new generation, the University has also established Model Schools to provide quality school education in Urdu medium.

The University has initiated several new programmes from this academic year. Five-year Integrated Post Graduate Programmes on choice based credit system have been launched in Sciences, Social Sciences and Humanities streams. The University has set up Para Medical courses, and Master of Education programme at MANUU-Colleges of Teacher Education at Darbhanga and Bhopal. The establishment of three new Colleges of Teacher Education with B.Ed. programme at Asansol (WB), Sambhal (UP), and Aurangabad (MS) is also a step in the right direction. The University is establishing a College of Arts and Science for Women at Budgam (J & K) in near future as a means of addressing one of the important objectives of the University.

The University is member of the Association of Indian Universities and Association of Common Wealth Universities

## II. List of the Academic programmes:

### i. 5-Year Integrated Post-Graduate programmes in Languages, Social Sciences and Sciences (3-Years Degree Programme leading to Honours and Post-Graduation)

#### **B.A.-B.A. (Hons.)-M.A.**

1. History
2. Political Science
3. Public Administration
4. Economics
5. Sociology
6. Islamic Studies
7. Urdu
8. English
9. Hindi
10. Arabic
11. Persian

#### **B.Sc.-B.Sc. (Hons.)-M.Sc.**

1. Mathematics
2. Physics
3. Chemistry
4. Computer Science
5. Botany
6. Zoology

### ii. School of Language, Linguistics and Indology

#### **1. Department of Urdu**

1. M.A. (Urdu)
2. M.Phil. (Urdu)
3. Ph.D. (Urdu)
4. P. G. Diploma in Functional Urdu
5. Diploma Course -*Tahseen-e-Ghazal*
6. Certificate Course -*Tahseen-e-Ghazal*
7. Certificate course - *Amoozish-e-Urdu*
8. Certificate Course - *Urdu Khushkhat*

#### **2. Department of English**

1. M. A. (English)
2. M.Phil. (English)
3. Ph.D. (English)

#### **3. Department of Hindi**

1. M. A. (Hindi)
2. M.Phil. (Hindi)
3. Ph.D. (Hindi)
4. PG Diploma in Functional Hindi

#### **4. Department of Translation Studies**

1. M. A. (Translation Studies)
2. M.Phil. (Translation Studies)
3. Ph.D. (Translation Studies)

#### **5. Department of Arabic**

1. M. A. (Arabic)
2. M.Phil. (Arabic)
3. Ph.D. (Arabic)
4. Diploma in Arabic Translation
5. Diploma in Arabic
6. Certificate of Proficiency in Arabic

#### **4. Department of Persian**

1. M. A. (Persian)
2. M.Phil. (Persian)
3. Ph.D. (Persian)
4. Diploma in Persian

### iii. School of Arts and Social Sciences

#### **1. Department of Women Education**

1. M. A. (Women Studies)
2. M.Phil. (Women Studies)
3. Ph.D. (Women Studies)

#### **2. Department of Public Administration and Political Science**

1. M. A. (Public Administration)
2. M. A. (Political Science)
3. M.Phil. (Public Administration)
4. Ph.D. (Public Administration)

#### **3. Department of Social Work**

1. Master of Social Work (MSW)
2. Ph.D. (Social Work)

#### **4. Department of Islamic Studies**

1. M. A. (Islamic Studies)

### iv. School of Education and Training

#### **1. Department of Education and Training**

1. Diploma in Education
2. Bachelor of Education\*
3. Master of Education\*\*
4. M. Phil. (Education)
5. Ph.D. (Education)

\**B.Ed* is offered at Headquarters, Colleges of Teacher Education (CTE) at Srinagar, Darbhanga, Bhopal, Asansol, Aurangabad and Sambhal.

\*\**M.Ed* is offered at Hyderabad and CTEs at Bhopal, Srinagar and Darbhanga.

### v. School of Commerce and Business Management

#### **1. Department of Management & Commerce**

1. Master of Business Administration (M.B.A.)
2. Master of Commerce (M.Com.)
3. M. Phil. (Management)
4. Ph.D. (Management)

### vi. School of Journalism and Mass Communication

#### **1. Department of Mass Communication and Journalism**

1. M. A. (Mass Communication and Journalism)
2. Ph.D. (Mass Communication and Journalism)

### vii. School of Sciences

**1. Department of Computer Science and Information Technology**

1. B. Tech. - M. Tech. (Computer Science & Engineering) –(Integrated Programme) / Lateral entry into 2<sup>nd</sup> year option for Polytechnic students.

2. Master of Computer Applications (M.C.A.)
3. Ph.D. (Computer Science)

**2. Department of Mathematics**

1. M.Sc. (Mathematics)

**3. Polytechnics**

*(at Hyderabad, Bengaluru & Darbhanga)*

1. Diploma in Civil Engineering

2. Diploma in Electronics & Communication Engineering
3. Diploma in Computer Science Engineering
4. Diploma in Information Technology\* (\*Programme only at Hyderabad)

**viii. Center for Study of Social Exclusion and Inclusive Policy (CSSEIP)**

1. M. Phil. (SEIP)
2. Ph.D. (SEIP)

**ix. Programmes at Lucknow campus**

1. M.A. (Urdu)
2. M.A. (Persian)
3. M.A. (English)

**III. GENERAL GUIDELINES:**

1. **Medium of Instruction:** Except the programmes in languages, all other programmes are offered in Urdu medium.
2. For admission in all University programmes the candidates should have studied either Urdu as a subject or as a language or as medium of instruction at 10<sup>th</sup> or 12<sup>th</sup> or graduate level or should have a certificate from a recognized Institution.
3. Incorrect / incomplete application forms, forms without Challan of requisite fee and applications received after the last date shall be rejected. Therefore candidates are advised to read the prospectus carefully before filling and submission of the filled-in application form.
4. The candidates are advised to take utmost care while filling the columns of Name and Date of Birth. The facts should tally exactly as they appear in SSC or equivalent certificate. The candidates are required to fill their names and parents name in Urdu (on hard copy of the application for online applicants) in addition to English in the application form.
5. The University has the right to reject the application and to cancel the admission of any candidate on a valid reason as per the norms of the University. All admissions are provisional; the University has the right to cancel the admission of any student at any point of time.
6. **Mode of admission:** The University provides admissions either on the basis of merit in the qualifying exam or merit in the entrance examination/ interview conducted by the University. In case of MSW the candidates need to face interview for qualification.

**7. Application forms:**

**7.1 Online Application forms:** In addition to printed application forms issuance of online application form for D.Ed., B.Ed., M.Ed., M.B.A., M. Com., M.A. (MCJ), B.Tech.-M.Tech. (CSE), M.C.A., Polytechnic programmes, all M. Phil. and Ph.D. programmes is available. Candidates may register **through online** for these programmes.

Visit the University website – [www.manuu.ac.in](http://www.manuu.ac.in) for online filling and registration for admission.

Read the instructions on application form carefully before fill-in, choose correct programme, correct college / centers / Department, exam center, etc.

**7.2 Offline application / Registration:** The candidates can obtain application forms for all programmes from the University either from the Sale Counter at University campus or Regional Centers, or the same can be downloaded from University website or can be obtained by post.

**7.3 Submission of application forms:** Duly filled in applications (both online and offline) along with registration fee, attested documents should be submitted to the following addresses on or before the last date of submission of application form for respective programmes. The University is not responsible for any postal delays.

Programmes	Address for submission of application form
Admission based on entrance test (all campuses where the programme is offered) i.e. Polytechnic programmes, D.Ed., B.Ed., M.Ed., B.Tech -M.Tech, M.C.A., M.B.A., M.Com., MA (MCJ), all M.Phil and Ph.D programmes	Chairman Admissions, Room No. 214, Lecture Hall Complex MANUU, Gachibowli, Hyderabad - 500032
Admissions based on merit in qualifying examinations (other than above programmes)	To the Head/Director of the Department/ Center Concerned at Hyderabad

**7.4 Hall tickets:** The University will intimate the provisional acceptance of application form to the candidates through 'SMS' & 'email' for entrance test based programmes after verification of the receipt of the application fee. Hall tickets will be made available for downloading on university website (for both online and offline applicants). The university will not send the hall tickets by post. Therefore, it is the responsibility of the candidate to download the hall ticket and appear for the entrance test.

Candidates can download and take print of the Hall tickets a week before the 'entrance test' only if they receive message of acceptance of their application form. No candidate will be allowed to appear in the Entrance Test without Hall Ticket and a valid ID proof.

**7.5 Documents requirement with the application form:**

- Printed filled up application form (for both online and offline forms) + Photo
- Receipt of Challan as applicable
- 10<sup>th</sup> class / equivalent marks sheet
- Attested certificates / Marks sheet (s) of qualifying examinations
- Proof of caste / category certificate
- Brief Research proposal for M.Phil and Ph.D. candidates

**7.6. Verification of documents:**

The qualifications/academic credentials claimed by the applicants will be verified by the university only at the time of admission. Any deficiency in qualifications at the time of documents verification may lead to rejection of admission.

**8. Instructions for applicants waiting for the results of qualifying examination:**

Candidates who are appearing/ appeared for the qualifying examination may also apply and take entrance test. The candidates are considered to be eligible only when they qualify in the entrance test, interview (wherever applicable) and also secure minimum marks in the qualifying examination as prescribed in the eligibility criteria before the prescribed date. However, such candidates are required to produce marks sheet and other documents in the original at the time admission. No further correspondence shall be entertained in this regard.

Candidates who are appearing for the qualifying examination may also apply for admission in programmes based on merit in qualifying examination. However, such candidates need to produce the copy of marks sheet by 23<sup>rd</sup> June 2014 and they must produce original marks sheets / certificates / documents at the time of admission.

**9. Entrance test related information:**

i. List of entrance exam centers for various programmes:

Name of the programme	Date of ET	Exam center
Polytechnic programmes	31.05.14(11.00-1.00 p.m)	Hyderabad, Darbhanga, Bengaluru, Patna, Delhi Srinagar
D.Ed.	07.06.14 (11.00-1.00 p.m)	Hyderabad
B.Ed.	07.06.14 (3.00-5.00 p.m)	Hyderabad, Srinagar, Bhopal, Darbhanga, Asansol, Aurangabad Sambhal
M.Ed.	08.06.14 (3.00-5.00 p.m)	Hyderabad, Srinagar, Bhopal, Darbhanga
B.Tech. -M.Tech. (CSE)	07.06.14 (11.00-1.00 p.m)	Hyderabad, Patna, Delhi Srinagar, Bhopal, Aurangabad
M.C.A./M.A.(MCJ)	07.06.14 (3.00-5.00 p.m)	
M.Com.	08.06.14 (11.00-1.00p.m)	
M.B.A.	08.06.14 (3.00-5.00 p.m)	

M.Phil. in Urdu / English / Arabic / Persian / Hindi / Management / Education / SEIP	26.05.14 (11.00-1.00 pm)	Hyderabad
M.Phil. in Translation Studies and Women Studies	27.05.14 (11.00-1.00 pm)	
M. Phil. in Public Administration	28.05.14 (11.00-1.00 pm)	
Ph.D. in Urdu / English / Arabic / Persian / Hindi / Management / Education / SEIP	26.05.14 (3.00-5.00 pm)	
Ph.D. in Translation Studies / Women Studies / Mass Communication & Journalism	27.05.14 (3.00-5.00 pm)	
P h.D. in Public Administration / Social Work / Computer Science	28.05.14 (3.00-5.00 pm)	
<p><b>Note:</b> 1. Address of the examination center will be displayed on hall ticket.  2. Interview on 27th &amp; 30th June at Hyderabad for ET Qualified candidates for all M.Phil. and Ph.D. programmes respectively</p>		

ii. The University reserves the right to reschedule the entrance test which will be duly intimated through Press and University website.

iii. The University shall not provide travel allowance to the candidates appearing in any examination / test / Interview.

**10. The minimum qualifying marks in Entrance Test:**

Polytechnic Programmes	: 30%
All PG programmes / B.Tech-M.Tech.	: 35%
D.Ed., B.Ed., & M.Ed.	: 40%
All M. Phil and Ph.D programmes	: 50%

11. **Age limit:** The Candidates seeking admission for campus based professional and Post Graduate programmes should not exceed the age of 28 years for men and 31 years for women on the last date of admission for the programme.

**12. Relaxations for SC / ST / PWD/ OBC/Kashmiri Migrants etc.:**

- University allows age relaxation of 5 years in case of SC/ST candidates, 3 years in case of OBCs and 10 years for PWD candidates.
- **SC/ST and PWD** candidates are exempted from paying admission fee for entrance test as per the GoI rules, however they need to pay application cost.
- **For SC/ST** candidates, as per the Government of India norms, relaxation of 5% is provided in both entrance and qualifying marks. However, candidates failing in the in qualifying examination are not eligible.
- **Kashmiri migrants:** The relaxation in cut-off percentage is 10% subject to minimum eligibility requirement, for Kashmiri migrants only. Domicile requirements are waived.

13. Merit list of candidates qualifying the entrance test and list of qualified candidates shall be displayed as per schedule on the Notice Boards of the Departments / Colleges / Centers and also on University website. Candidates shall also receive updates through SMS and e-mail about their admissions if they are qualified / selected.

14. If a candidate fails to complete admission formalities by the prescribed date, he / she shall forfeit his/her right to admission.

15. If any error or omission is detected in the information furnished by the candidate in the application form or if any document is found to be defective at the time of verification, or at any time even after the candidate is admitted, such candidate's admission shall stand cancelled. Fee paid to the University shall not be refunded. University may initiate due legal action for cases of fraud.

16. If an applicant is an employee (public or private sector organization), he / she shall submit a certificate of leave along with 'No Objection Certificate', for the duration of the programme from his/her employer at the time of admission.
17. Selected candidate are not allowed to complete admission formalities in absentia.
18. If the student intends to cancel or discontinue programme of study at any point of time, he/she may do so, however, fee paid by the student will not be refunded. Further, the student needs to submit No-Dues Clearance Certificate to get the Transfer Certificate. The Transfer Certificate will specifically mention the "programme discontinued" phrase. If the candidate wishes to transfer from one programme to other programme of the university shall do so only once before the closure of admission process, if he / she fulfils the eligibility criteria he/she and also is an applicant.

## 19. Reservation Policy

The university follows Government of India and University Grants Commission guidelines for reservation of seats for admission. The reservations category-wise for admissions are : SC-15%; ST-7.5%; OBC- 27% (Non-creamy layer); PWD -3% (overall); Kashmiri Migrants -1%; NCC/NSS/Sports & Games / Ex-servicemen -1% (overall).

The applicants claiming the category need to submit the valid proof of the caste / tribe / other reservation in the prescribed form issued by the competent authorities as per Government of India norms along with the application form.

## 20. Duration of the programmes:

Programme	Duration
Ph.D.	Min. 2 yrs –Max. 5 yrs
M.Phil.	18 months (3- sem.)
Integrated Post Graduate programmes	5 Years (with exit options at the end of 3 <sup>rd</sup> and 4 <sup>th</sup> years)
Integrated M.Tech. (B.Tech.-M.Tech.)	6 Years
B.Tech.	4 Years
M.C.A.	3 Years
M.Ed.	1 Year
All other PG programmes	2 Years
B.Ed.	1 Year
D.Ed.	2 Years
Polytechnic programmes	3 Years
Part time Certificate and Diploma, PG Diploma courses	1 Year

## 21. Essential Qualification for Research Programmes:

### i. M. Phil. Programme:

The duration of M. Phil. programme is 18 months (3- semesters). Admission in M.Phil. programme is based on fulfilling the following eligibility conditions:

- a) Post Graduation in concerned subject / allied subject (as the case may be) with 55% marks from a recognized university / institution
- b) Admission is based on the merit in Written Test & Interview. The Written test and interview will be of 75 and 25 marks respectively. Applicant must secure 50% in the entrance test and in the aggregate to be qualified for admission
- c) Candidates who have qualified JRF / NET / SLET in concerned or allied subject are exempted from Written Test. However they must attend the interview compulsorily. In lieu of the entrance test 50 percent marks shall be awarded to such candidates who have qualified NET / SLET and 70 percent marks to those who have qualified JRF. However, if they wish to score more marks they can appear for the Written Test.
- d) The candidate should have studied Urdu, either as a subject or as a medium of instruction at 10<sup>th</sup> / 12<sup>th</sup> / Graduation level or have Certificate from a recognized institution.

## ii. Ph.D. Programme:

The Ph.D. programmes are of minimum 2 years and maximum of 5 years duration. Admission to Ph.D. programme will be on the basis of fulfilling the following eligibility and conditions:

- a) Admission will be made once in an academic year based on merit in the Written Test and Interview.
  - b) Candidates should have passed Post-graduation in concerned subject or allied subjects (as case may be) with 55% marks.
  - c) There shall be a written test for 75 marks (50 marks objective and 25 marks for subjective questions) and an interview for 25 marks. The candidate needs to score 50% marks in written test and in the aggregate to be eligible for admission and they need to fulfill one of the following conditions.
    - M.Phil. completed in concerned or allied subject as the case may be from a recognized University.
    - JRF / NET / SLET / GATE in concerned subject.
    - Three years teaching experience in any recognized Degree College or six years in any recognized Junior College as a permanent Faculty.
    - Publication of at least 3 Research Papers in refereed Research Journals.
    - Candidates working in a UGC recognized University for 3 years and have studied Master's Degree prior to 1991 with 50% marks in subject concerned. However they need to fulfill all other conditions.
  - d) Candidates who have qualified M.Phil. / NET / SLET / JRF / GATE and MANF are exempted from the Entrance test. However, they have to appear for interview compulsorily. The weightage of 50 percent marks will be given to those candidates who have qualified M.Phil. / NET / SLET / GATE / MANF. 70 percent marks shall be given to those candidates who have qualified JRF. However, If they desire to score more than the weightage marks, they may appear for the written test.
  - e) The candidate should have studied Urdu, either as a subject or as a medium of instruction at 10<sup>th</sup>/12<sup>th</sup>/Graduation level or have Certificate from a recognized institution.
22. **Format of Entrance Test:** The format for the entrance test for all the programmes are available in the Urdu version of prospectus.
23. **List of Equivalent Degrees:** The list of equivalent degrees recognized by the university to the purpose of admissions for various programmes is available in the Urdu version.
24. **Jurisdiction for Legal Matters:** All legal disputes shall be restricted to the **jurisdiction of the courts of Hyderabad only.**

## IV. Details of Academic Programmes:

### I. 5-Year Integrated Post-Graduate programmes in Languages, Social Sciences and Sciences (3-Years Degree Programme leading to Honours and Post Graduation)

The University from the academic year 2014-15, is introducing Integrated Post Graduate programmes in Languages, Social Sciences & Sciences to promote inter & multi-disciplinary approach in teaching-learning and to broaden the understanding of knowledge by the students and also to orient them towards research. The programmes are on choice based credit system. The common structure of the programmes is –

1. 10 semesters duration with an exit option at the end of 6<sup>th</sup> semester (Bachelor degree), 8<sup>th</sup> Semester (Honours Degree) and 10<sup>th</sup> Semester (Post-Graduate degree).
2. Choice Based Credit system.

3. There will be 3 core subjects for first 6 semesters, English will be first language compulsory for first 4 semesters. There will be second language course (any one of –Urdu, Hindi, Persian and Arabic) for the first four semesters.
4. After completion of 6<sup>th</sup> Semester, the successful candidate will opt one of the core subjects for 7<sup>th</sup> Semester onwards studies leading to Honors and Post Graduate degrees.
5. The programmes will have components of inter-disciplinary and multi-disciplinary courses in the form of breadth courses, add-on courses. There will be research component in VI and X semesters.
6. The first six semesters of Integrated Post-Graduate programmes are collaboratively offered by the respective subject / language departments. The concerned Deans will co-ordinate the programme for first six semesters. Seventh semester onwards the programme will be offered by the department of concerned subject.

**i. B.A. - M.A. programmes in Languages and Social Sciences**

<b>Integrated Post Graduate Programme</b>	<b>Eligibility</b>	<b>Mode of admission</b>
5-Years integrated programme with multiple exit options- Admission for Degree programme which leads to Hon's and Post-Graduation. <b>(Choose three core subjects from the following list for I-VI semesters, at least one subject from each group). One of these subjects will lead to Post-Graduation.</b>		
<b>Group: I</b> 1. History                      2. Pol. Science 3. Public Admn.              4. Economics, 5. Sociology 6. Islamic Studies  <b>Group: II</b> 1. Urdu ,                      2. English 3. Hindi,                      4. Arabic 5. Persian	10+2 or Equivalent from recognized Board / Institution	Merit
Submission of Application : Post the application forms to the Dean, School of Languages, Linguistics and Indology, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032		

**ii. B.Sc. - M.Sc. programmes in Sciences**

5-Years integrated programme with multiple exit options- Admission for Degree programme which leads to Hon's and Post-Graduation. <b>(Choose three core subjects from the following list for the I-VI semesters).</b> Master's programme will be in one of these subjects (in VII-X semesters)		
<b>Core Subjects:</b> 1. Mathematics              2. Physics 3. Chemistry                  4. Botany 5. Zoology 6. Computer Science	10+2 or Equivalent from recognized board/institution. Candidates should have studied respective subject (s) at +2.  For choosing Computer Sciences subjects, candidates should have studied Mathematics in qualifying examination.	Merit
Submit the Application form to the Dean, School of Sciences, Maulana Azad National Urdu University, Gachibowli, Hyderabad -32		

## ii. Structure of 5-Years Integrated Post-Graduate Programmes (I to X semesters)

Course	Semesters	
English Language	1-IV semester	
Second Language (one from the options – Urdu, Persian, Arabic and Hindi)	I-IV semesters	
Core subject- I	I-VI semesters	One core subject in VII-VIII semesters -Hons. Degree; IX-X semester - completion of Post-Graduate programme
Core subject – II	I-VI semesters	
Core subject – III	I-VI semesters	
Breadth courses	III, IV, VII	
Optional add on-courses	III, IV, VII	
Compulsory add on courses	I, II	
Environmental studies	III	
Minor project	VIII	
Major Research Project	X	

**Breadth Courses:** The Breadth courses; optional & compulsory add-on courses etc will be offered by different Schools. The courses will be announced by the Schools at the time of admissions. Candidates may choose their choice from the available options.

## II. School of Languages, Linguistics and Indology:

The School of Languages, Linguistics and Indology was established in the year 2004. The School consists of six departments.

### 1. Department of Urdu

The main objective of the Department is to spread awareness about literary and cultural importance in the lives of mankind in general and to highlight the relevance of the Urdu language literature and culture in particular in India and the world. It aims to promote the Urdu culture as the culture of representation of Indian genius, Urdu language as the language of knowledge and Urdu literature as the literature of values, which can withstand the test of time and keep on marching. It aims at carrying out original research to develop the field of knowledge. The Department offers M.A., M.Phil., Ph.D and 4 part-time programmes. The thrust areas of research are: Study of modern culture, Language, Literature; Deccani Language, Literature and Culture; Linguistics; Mass Media; Translation and new approaches in the field of Literary criticism.

### 2. Department of English

The Department celebrates literary and linguistic contributions in English through its M.A. programme. One of its primary objectives is to give an impetus to bilingual research in English and Urdu so that an integrated literary and linguistic interdisciplinary research is carried out and an honest contribution can be made in academic world. The Department foresees itself as a sophisticated hub for English-Urdu advanced bilingual research activities. The Department conducts regular National Conferences on the English language and English literature themes. The Department encourages innovative and interdisciplinary research in its MPhil & PhD programmes, however it grounds its students in the established areas like, the History of English Language, English Language Teaching, English Language Teaching In India, English Phonetics, Stylistics, the History of English Literature, British Literature, American Literature, Commonwealth

Literature, Urdu-English Literature, Urdu-English Translation Studies, Muslim Literature, Indian Writing in English and Literary Theory & Criticism. The Department brings out an international peer-reviewed biannual journal entitled *Maulana Azad Journal of the English Language and Literature* (MAJELL).

### 3. Department of Hindi

The Department promotes Hindi language and literature in the non-Hindi speaking areas. The Department's focus is on interdisciplinary approaches of studies and research in Hindi, Urdu, Dakhini Languages and culture. The Department offers M.A., M.Phil., and Ph.D. and One part-time programme. The thrust areas of research in the department are Feminist literature, Dalit literature, Medieval Poetry, Modern Literature

Comparative Literature, Translation, Kathasahitya, Drama, Adivasi and Muslim discourse and modern Theater.

#### 4. Department of Translation

The Department of Translation is first institution of its kind in India, with its. The Department offers a Post graduate programme M.A. in Translation Studies; Research programmes, M.Phil. and Ph.D. in Translation Studies. Besides strong theoretical inputs, the Department emphasizes on practical aspects of Translation with an objective to make the students professional translators, and motivates them to take up research in Translation Studies. The recent trends, technologies and terminology issues are part of the curriculum.

#### 5. Department of Arabic

The Department emphasizes on imparting knowledge of Arabic language and literature comprehensively on modern lines and training the students in the fields of research and translation from and to Arabic language rigorously. Arabic language has assumed remarkable importance in view of the oil reserves and created ample opportunities in job markets. This prompts the necessity for scores of professional translators with commendable expertise in the concerned field. The Department offers M.A., M.Phil., and Ph.D. programmes and three part-time programmes. The pass-outs of the department are successful in getting good placements in various national and multinational institutes and organizations.

#### 6. Department of Persian

The Department offers M.A., M.Phil., and Ph.D. programmes. The thrust areas of research in the department are Comparative Linguistics, Manuscriptology, Document Reading, Historiography, Epigraphy, Numismatics and Sufi Poets.

#### 7. Post Graduate courses in Lucknow Campus

The University offers three post Graduate programmes viz., M.A. (Urdu), M.A. (English) and M.A.(Persian) with an intake of 20 seats in each programme at Lucknow campus.

##### a. Post Graduate programmes in School of Languages, Linguistics and Indology

Programme	Intake	Eligibility
		<b>Basic qualification:</b> 45% marks in aggregate in Bachelor's Degree or equivalent from recognized Institution/University for all PG Programmes and
M.A. Urdu*	30	Urdu as a main or optional subject or as language at Degree or equivalent level
M.A. English*	50	45% marks in English. <i>Preference:</i> a) English literature in qualifying degree programme + knowledge of Urdu, b). English as optional in qualifying degree programme + Knowledge of Urdu, c). English studied as language in qualifying degree programme + knowledge of Urdu
M.A. Hindi	30	Hindi as a language or optional Subject in Degree or Equivalent with 45% marks in the subject
M.A. Translation Studies	20	English and Urdu must have studied at 10 <sup>th</sup> or 12 <sup>th</sup> or Degree or equivalent level or certificate in Urdu from recognized institution
M.A. Arabic	35	Arabic as main or second language in Degree/equivalent, those with Arabic as main language will be preferred.
M.A. Persian*	30	Persian as main or second language or Degree with Urdu or Arabic as Languages and studied Persian at any level
*M.A. in Urdu, English and Persian are also offered in Lucknow Campus with 20 seats in each programme. <b>Submit the Application form with relevant documents to the Head of the Department concerned. The candidates applying for Lucknow campus programmes, submit their filled in applications to I/c Lucknow Campus.</b>		

**b. Research programmes in School of Languages, Linguistics and Indology**

Programme	Intake	Eligibility	Mode of admission and Dates
M.Phil. (Urdu)	10	55% marks in respective Post Graduate Programme and additional eligibility criteria prescribed at para 21 (i, ii) of the general guidelines.  In case of M.Phil. and Ph.D. in English preference shall be given to those candidates who have studied Urdu.	<b>M.Phil.</b> Entrance Test 26.05.14 (11.00-1.00 p.m.) Interview- 27.06.14 (10.30 a.m. onwards)
Ph.D. (Urdu)	12		
M.Phil. (English)	5		
Ph.D. (English)	2		
M.Phil.(Hindi)	10		
Ph.D (Hindi)	4		
M.Phil. (Arabic)	10		
Ph.D. (Arabic)	7		
M.Phil.(Persian)	10		
Ph.D. (Persian)	5		
M.Phil. (Translation Studies)	10	M.A. Translation Studies with 55% marks / studied Translation as a subject in PG / PG in any discipline and qualifications prescribed at para 21 (i) of general guidelines.	<b>Ph.D.</b> Entrance Test 26.05.2014 (3.00-5.00 p.m.) Interview – 30.06.14 (10.30 a.m. onwards)
Ph.D. (Translation Studies)	9	Post-Graduation in concerned subject with 55% marks and additional eligibility criteria prescribed at para 21 (ii) of the general guidelines. Candidates who do not possess a M.A. Degree in Translation Studies or M.Phil. Translation Studies should fulfill any one of the following conditions: 1. Publication of at least 5 articles, translated from English to Urdu in reputed Urdu Journals and Magazines. 2. Minimum 3 years' experience as an English-Urdu Translator in any Government or Semi-Government organization or in any reputed media organization, 3. Published at least one book of minimum 100 pages, translated from English to Urdu.	
<b>Submit the filled in application form along with the relevant documents to Chairman Admissions, room no. 214, Lecture Hall Complex Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>			

**c. Part-time / parallel programmes of School of Languages, Linguistics and Indology:**

The students enrolled in any programme of the University may take admission in the following courses as add -on course. These programmes will be offered only if a minimum number of students are enrolled for the programme.

Department	Programmes	Intake	Qualifications
Urdu	Certificate Course - <i>Tahseen- e-Ghazal</i>	15	10+2 or equivalent, with knowledge of Urdu / English / Hindi
	Certificate Course - <i>Urdu Khushkhati</i>	25	10+2 or equivalent, knowledge of written Urdu
	Certificate course in <i>Amuzeesh-e-Urdu</i>	15	10+2 or equivalent, with knowledge of Urdu / English / Hindi
	Diploma Course - <i>Tahseen-e-Ghazal</i>	20	10+2 or equivalent, with knowledge of Urdu / English / Hindi
	Post Graduate Diploma in Functional Urdu	25	Any graduate from recognized University with 45% marks in aggregate. Studied Urdu at 10/12/Graduation level.
Hindi	PG Diploma in Functional Hindi	25	Bachelor's degree or equivalent from recognized University / Institution, Hindi as one of the language with 45% marks
Arabic	Certificate of Proficiency in Arabic	25	10+2 or equivalent or Alim/Fazil degrees from recognized institutions, with knowledge of written and spoken Urdu
	Diploma in Arabic	25	10+2 or equivalent, or Alim/Fazil degrees from recognized institutions with knowledge of Arabic
	Diploma in Arabic Translation	25	10+2 or equivalent or Alim/Fazil degrees from recognized institutions, with knowledge of Arabic and English
Persian	Diploma in Persian	25	10+2 or equivalent, or Alim/Fazil degrees from recognized institutions
<b>Submit the filled in application form along with the relevant documents to the Head of the Department concerned</b>			

## II. School of Arts and Social Sciences

### 1. Department of Women Education:

The Department offers M.A., M.Phil. and Ph.D. Programmes. The department's main focus is on Muslim women's issues and documentation of empirical accounts of the realities pertaining to the women belonging to Muslim community. The focus of programmes of department includes feminist concepts and theories, literary criticism, critics of legal provisions and personal laws and feminist analysis of oppressive practices. Main thrust areas of the department are gender sensitization and empowerment of women through teaching, research and documentation.

### 2. Department of Political Science and Public Administration

The Department of Political Science & Public Administration offers two post graduate programmes, M.A. in Public Administration and M.A. Political Science; and two research programmes, M.Phil. (Public Administration), and Ph.D (Public Administration). The Department strives to provide in-depth knowledge in these fields with an objective to create Political and Administrative thinkers and practitioners.

### 3. Department of Social Work

The Department offers Post Graduate programme, Master's in Social Work (MSW) and from Current academic year it is starting Ph.D. programme in Social Work. The Department of Social Work aspires to develop social work professionals with an inclination and orientation to work with the marginalized sections of the society and imbibe progressive human values. The experiences of running the course, consistent queries from students, feedback from the pass-out social work students, the department's own assessment of the market requirements, the mandate of MANUU and Urdu as medium of instruction resulted in innovative teaching and learning methods. The regular weekly individual conferences, field work seminars and skill labs have added to the creativity and commitment of the Department to enhance and enrich the knowledge and skill base of students. The research focus of the Department is Minorities with special reference to gender issues with emphasis on practice based/intervention research.

### 4. Department of Islamic Studies

The Department offers a post-graduate programme with contents focused on the study of whole range of Islamic civilization, culture, traditions, Socio-Political thoughts, Jurisprudence, Mysticism, Muslims contribution to science and arts, trends and development, Islamic thinkers and contributions of Muslim and Non-Muslim scholars for the discipline.

#### a. Post Graduate programmes in School of Arts and Social Sciences

Programme	Intake	Eligibility
M. A. (Women Studies)	25	40% marks in any Bachelor's degree / equivalent.
M. A. (Public Administration)	25	40% marks in any Bachelor's degree / equivalent. Preference will be given to the candidates with Public Administration and Political Sciences subjects in Degree
M. A. (Political Science)	25	
Master of Social Work (MSW)	30	45% marks in any Bachelor's degree /equivalent. The selection process will be based on the combined Merit of marks in qualifying examination and Interview. The weightage of qualifying marks and interview shall be in the ratio of 75:25. The Interview shall be of 25 Marks. Candidates must secure at least 40% marks in the Interview to qualify for admission. <b>Date of Interview: 27<sup>th</sup> June 2014</b>
M. A. (Islamic Studies)	25	Bachelor's degree / equivalent degree with at least 45% marks in aggregate with Islamic Studies / Theology or Urdu / Arabic / Persian as subsidiary or second language.
<b>Submit the filled in application form along with the relevant documents to Head of the Department concerned</b>		

#### b. Research programmes in School of Arts and Social Sciences

Programme	Intake	Eligibility	Mode of admission and Dates
M.Phil. (Women Studies)	10	55% marks in MA in Women Studies or Social Sciences / Languages and additional eligibility criteria prescribed at para 21 (i, ii) of the general guidelines	ET - 27.05.2014 (11.00-1.00 p.m) Interview:27.06.14 (10.30 onwards)
Ph.D. (Women Studies)	10		ET - 27.05.2014 (3.00-5.00 p.m) Interview:30.06.14 (10.30 onwards)
M.Phil. (Public	10	55% marks in MA Public Administration	ET - 28.05.2014 (11.00-1.00 p.m)

Administration)		or in allied subjects and additional eligibility criteria prescribed at para 21 (i, ii) of the general guidelines.	Interview: 27.06.14 (10.30 onwards)
Ph.D. (Public Administration)	10		ET - 28.05.2014 (3.00-5.00 p.m) Interview:30.06.14 (10.30 onwards)
Ph.D. (Social Work)	2	55% marks in MSW and additional eligibility criteria prescribed at para 21 (ii) of the general guidelines	ET - 28.05.2014 (3.00-5.00 p.m) Interview:30.06.14 (10.30 onwards)
<b>Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>			

### III. School of Education and Training

#### 1. Department of Education and Training

The School of Education envisions to create “a Community of Excellent Prospective Teachers and Teacher Educators – Rooted in best Traditions and well equipped for the bright Future”. The mission of the school is Capacity Building, Knowledge Creation, through Innovative Practices and keeping abreast with the latest trends in Teacher Education through Urdu Medium.

The network of Colleges of Teacher Education is spread across the country, supported with a research department at main campus in Hyderabad, in order to promote quality teacher education with proper value orientation. It works closely with the Urdu speaking milieu and evolves strategies to empower them by imparting qualitative and modern education at affordable cost. Imparting quality education through Urdu medium at different levels of teacher education including Doctoral programme. It provides logistic support for promoting excellence, innovative techniques and approaches, teaching skill up-gradation providing pedagogical training to the prospective teachers and to produce competent and committed teachers for the future.

The School offers Diploma in Education (D.Ed), Bachelor of Education (B.Ed), Master of Education (M.Ed), M.Phil. and Ph.D. programmes through Urdu medium in the Department of Education and Training at MANUU Headquarters, Hyderabad. B.Ed. course is also offered in its six constituent Colleges of Teacher Education located at Darbhanga (Bihar), Bhopal (MP), Srinagar (J&K), Asansol (WB), Aurangabad (MS) and Sambhal (UP). M.Ed. course is also offered at Colleges of Teacher Education, Srinagar (J&K), Bhopal (MP), and Darbhanga (Bihar).

#### Academic programmes of the School of Education & Training

Programme	Intake	Eligibility	Mode of Admission
Diploma in Education (D.Ed) at Dept. of Education & Training, University Campus, Hyderabad, AP	115	The Candidates with not less than 50% marks in Senior Secondary School / Intermediate /10+2 (except Vocational Programmes). The candidate should have studied Urdu at 10 <sup>th</sup> or 10+2 level.	ET on 07.06.14 (11.00-1.00 p.m) only at Hyderabad
B.Ed. at Dept. of Education & Training, University Campus, Hyderabad, AP	154	The Candidates with not less than 50% marks in B.A/B.Sc./B.Sc. (Home Science)/B.Com. from any recognized University  <b>List of Methodologies and percentage of seats</b> a). Sciences and Mathematics (35%) b). Social Studies (35%) c). Languages (30%)	ET on 07.06.14 (3.00-5.00 p.m) at the centers opted by the candidate
B.Ed. at MANUU College of Teacher Education, Srinagar, J&K	154		
B.Ed. at MANUU College of Teacher Education, Darbhanga, Bihar	100		
B.Ed. at MANUU College of Teacher Education, Bhopal, MP	100		
B.Ed. at MANUU College of Teacher Education, Asansol, West Bengal	100		
B.Ed. at MANUU College of Teacher Education, Sambhal, UP	100		
B.Ed. at MANUU College of Teacher Education, Aurangabad, Maharashtra	100		

M.Ed.at Dept. of Education & Training, University Campus, Hyderabad, AP	38	- Candidates with not less than 55% marks in B.Ed. from a recognized University. - Candidate Should have studied Urdu at 10 <sup>th</sup> or 10+2 or at Graduation level. - For candidates who pursued B.Ed. programme from MANUU, the University may consider age relaxation.	ET on 08.06.14 (3.00-5.00 p.m.)  at the centers opted by the candidate
M.Ed.at MANUU College of Teacher Education, Srinagar, J& K	38		
M.Ed.at MANUU College of Teacher Education, Darbhanga, Bihar	35		
M.Ed.at MANUU College of Teacher Education, Bhopal, MP	35		
M. Phil. (Education) at Dept. of Education & Training, University Campus, Hyderabad	10	Candidates should have a M.Ed. Degree from a recognized University with not less than 55% marks and the essential qualifications as prescribed at para 21 (i, ii) of the general guidelines	ET at Hyderabad on 26.05.14 11.00-1.00 p.m. Interview-27.06.14 from 10.30 a.m.
Ph.D. (Education) at Dept. of Education & Training, University Campus, Hyderabad	10		ET at Hyderabad on 26.05.14 3.00-5.00 p.m. Interview-30.06.14 from 10.30 a.m.
<b>Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>			

1. There shall be a relaxation of 5 % marks in favour of SC / ST Candidates in the qualifying examination.
2. The admission committee will examine the eligibility criteria of candidates who are not covered above. However, the decision of the admission committee is final in all the admission related matters.
3. At the time of counseling all original certificates and other relevant documents will be verified.
4. In view of peculiar circumstances that prevail in some states, it is decided to keep 15% of seats out of the seats meant for languages group for those who passed their first degree with the study of language subjects only.
5. Candidates with the following qualifications are not Eligible for admission in to B.Ed. Programme: B.Tech / B.E. (Engineering) / BDS / MBBS / B.Arch / B.V.Sc . / BHMS / BUMS / BAMS and 5 years integrated law graduates.
6. An applicant seeking admission into Ph.D. if working should take leave for a minimum period of two years. Those candidates who are not employed should give an undertaking / certificate to that effect.

## V. School of Commerce and Business Management

### 1. Department of Management & Commerce

The Department of Management and Commerce was established under the School of Commerce and Business Management in the year 2004. The Department undertakes Professional Management Education to the Urdu knowing section of the society. The thrust areas of the department are- General Management, Finance, Marketing and Human Resource Management. Apart from the regular Management Subjects, special emphasis is laid upon areas such as Computers, Personality Development, Seminars, Guest Lectures, Management Games, Industrial visits which help the Students in understanding the Industry and corporate environment.

The faculty has rich Academic and Industrial background and actively involved in research with quality publications to their credit. The faculty also facilitates placement of the students. Admissions to all programmes are through Entrance test.

#### Academic programmes in School of Commerce and Business Management

Programme	Intake	Eligibility	Mode of Admission
Master of Business Administration (MBA)	60	45% marks in any Bachelor's degree / equivalent degree.	ET- 08.06.2014 M.Com:11.00-1.00 p.m. MBA : 3.00-5.00 p.m.
Master of Commerce (M.Com)	30	45% marks in B.Com. / B.B.A. / B.B.M. / B.M.S.	
M. Phil (Management)	10	MBA / equivalent degree with 55% marks and additional eligibility criteria prescribed at para 21 (i, ii) of the general guidelines	ET- 26.05.2014 (11.00-1.00 p.m.) Interview – 27.06.14 (10.30 a.m. onwards)
Ph.D. (Management)	8		ET -26.05.2014 (3.00-5.00 p.m.) Interview – 30.06.14 (10.30 a.m. onwards)

**Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032**

## VI. School of Journalism and Mass Communication

### 1. Department of Mass Communication and Journalism

The Department offers MA (MCJ) programme to train students who wish to pursue careers in the ever expanding field of Media having in its gamut electronic and print media, Radio Production, advertising, public relations, documentary film making and web Journalism. The Department is equipped with state of art infrastructural facilities for Audio and Video production. The curriculum is framed and revised regularly keeping in mind the needs of the media industry with an objective to produce professional Journalist who can cope-up with the emerging challenges in the field of electronic and print media. The Department offer PhD programme from the current academic year.

#### Academic programmes in School of Journalism and Mass Communication

Programme	Intake	Eligibility	Mode of Admission
M. A. (Mass Communication and Journalism)	30	45% in Bachelor's Degree /equivalent degree.	Entrance Test : 07.06.14 3.00-5.00 p.m at center opted by the candidate
Ph.D. (Mass Communication and Journalism)	5	55% marks in Post-Graduation in MCJ and additional eligibility criteria prescribed at para 21 (ii) of general guidelines	Entrance Test : 27.05.2014 3.00-5.00 p.m at Hyderabad Interview : 30.06.2014 from 10.30 a.m.
<b>Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>			

## VII. School of Sciences

### 1. Department of Computer Science and Information Technology

The Department of Computer Science & Information Technology (CS & IT) was established in the year 2006 with introduction of One-year Post-Graduate Diploma in Information Technology (PGDIT). The Department currently offers B.Tech –M.Tech., (CSE) and 3-year Master of Computer Applications (MCA) programme on modular basis with two exit options viz., PGDIT after completion of one year and M.Sc., (IT) after successful completion two years course. From the academic year 2014-15, the department introduced B.Tech.-M.Tech. programme (6-years modular) in Computer Science Engineering. The programme will have exit option after completion of 4-year (8 – Semesters) programme with B. Tech. Degree and M. Tech Degree at the end of 6 years (12 semesters). The Department also offers Ph.D. programme in Computer Sciences.

#### Details of the academic programmes:

Programme	Intake	Eligibility	Mode of Admission
B. Tech. - M.Tech. (Computer Science & Engineering) - (Integrated Programme) with exit option	50	10+2 with Physics, Chemistry and Mathematics or Physics, Chemistry, Mathematics and Biology subjects with 45% marks in aggregate	Entrance Test 07.06.14 11.00 – 1.00 pm.
Master of Computer Applications (MCA) with option to exit with PGDIT after 1 Yr. /M.Sc after 2 Yrs.	30	Bachelor's Degree with 45% marks in aggregate and Mathematics as one of the subjects at 10+2 or graduate level.	Entrance Test 07.06.14 3.00-5.00 p.m
B. Tech - M. Tech. (Computer Science & Engineering) - (Integrated Programme with exit option) lateral entry in 2 <sup>nd</sup> year of B. Tech for Polytechnic diploma holders	10	Polytechnic with CSE / IT / ECE / Electrical Eng. Disciplines with at least 45% marks in aggregate.	Merit
Ph.D. (Computer Science)	2	Post-Graduation in Computer Science / Computer Applications / Information Technology / Technology in relevant subject or any PG related to computer science with 55% marks and criteria's prescribed at para 21 (ii) of general guidelines	ET 28.05.2014 3.00-5.00 p.m. Interview: 30.06.14 10.30 am onwards
<b>Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>			

## 2. Department of Mathematics

The Department offer 2-years M.Sc. (Mathematics) programme.

The admission to the programme is based on merit in the qualifying examination.

### Details of the academic programmes:

Programme	Intake	Eligibility
M.Sc. (Mathematics)	20	45% marks in B.Sc (Hons) in Mathematics / B.Sc with Mathematics as one of the optional subjects
<b>Submit the filled in application forms along with the relevant documents to Head of the Department</b>		

## 3. Polytechnics

The University initiated Polytechnic programmes in line with the mandate to promote Vocational and technical courses in the year 2008-09. Three Polytechnics were established at Hyderabad, Darbhanga and Bengaluru with assistance provided by Government of India under Sachar Committee recommendation to promote educational opportunities to minorities. The duration of Polytechnic programmes is three years. The Polytechnic at Hyderabad is approved by AICTE, other Polytechnics are yet to be approved by AICTE.

### Details of the academic programmes:

Sl	Programme	Intake	Qualifications	Mode of admission
<b>1</b>	<b>MANUU Polytechnic, Hyderabad, AP</b>			Entrance Test at centre opted by the candidate. 31.05.14 (11.00-1.00 p.m.)
i.	Diploma in Civil Engineering	60	10 <sup>th</sup> Class / SSC pass or equivalent Board exam with 35% marks with knowledge of Urdu	
ii.	Diploma in Computer Science Engineering	60		
iii.	Diploma in Electronics & Communication Engineering	60		
iv.	Diploma in Information Technology	60		
<b>2</b>	<b>MANUU Polytechnic, Bengaluru, Karnataka</b>			
i.	Diploma in Civil Engineering	40	Same as above	
ii.	Diploma in Computer Science Engineering	40		
iii.	Diploma in Electronics & Communication Engineering	40		
<b>3</b>	<b>MANUU Polytechnic, Darbhanga, Bihar</b>			
i.	Diploma in Civil Engineering	40	Same as above	
ii.	Diploma in Computer Science Engineering	40		
iii.	Diploma in Electronics & Communication Engineering	40		
<b>Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>				

## VIII. Center for Study of Social Exclusion and Inclusive Policy

The Centre for Social Exclusion & Inclusive Policy (CSSEIP) aims at studying the nature, extent and forms of social exclusion among some socially excluded groups, especially Muslim groups and suggests theoretical and policy formulations for their inclusion. Its key objectives include conceptualizing discrimination, exclusion based on caste / ethnicity and religion; developing understanding of the nature and dynamics of discrimination and exclusion; developing an understanding of discrimination at an empirical level; formulating policies for protecting the rights of these groups and eradicating the problems of exclusion and discrimination. The thrust areas of the CSSEIP are studying religious minorities with a special focus on the Muslims as a socially excluded community in India, exclusion of Urdu speaking population, and studying the other excluded groups such as Dalits and tribes. The Center offer M.Phil and PhD programmes.

### Academic programmes:

Programme	Intake	Eligibility	Mode of Admission
M. Phil. (Social Exclusion and Inclusive Policy)	10	Post-Graduation in Social Sciences / Law / Gender Studies / Human Rights / Development Studies / Child Rights / Cultural Studies / SEIP / Dalit or Minority Studies / Discrimination Studies / Governance Studies / Liberal Studies / Human Studies/ International Studies / Comparative Religion Studies / Rural or Urban Studies as	Entrance Test 26.05.2014 11.00-1.00 pm Interview : 27.06.2014 from 10.30 am onwards
Ph.D.	8		Entrance Test 26.05.2014

(Social Exclusion and Inclusive Policy)	one of the subjects with 55% marks and essential qualification as prescribed at para 21 (i, ii) of general guidelines	3.00-5.00 pm Interview : 30.06.2014 from 10.30 am onwards
<b>Submit the filled in application form along with the relevant documents to the Chairman Admissions, Room no. 214, Lecture Hall Complex, Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500032</b>		

## V. Fee Details

Name of the Programme	Admission Fee (One Time)	Tuition Fee (per semester)	Caution Deposit (One time, to be reimbursed)	Laboratory Caution Deposit (One time, to be reimbursed)	Laboratory Fee (Per year)	Library Fee (Per year)	Medical Insurance Fee (Per Year)	Internet Fee (Per Year)	Games & Sports Fee (Per Year)	Educational Tour (One time)	Student Union Fee (Per Year)	Total at the time of admission
<b>Research Programmes</b>												
Ph.D. (other than Business Mgt.)	225	600	1000	-	-	100	850	100	100	-	100	<b>3075</b>
Ph.D. (Business Mgt.)	225	4500	1000	-	-	100	850	100	100	-	100	<b>6975</b>
M.Phil., (other than Business Mgt.)	225	600	500	-	-	100	850	100	100	-	100	<b>2575</b>
M.Phil., (Business Mgt.)	225	3500	500	-	-	100	850	100	100	-	100	<b>5475</b>
<b>Under Graduate/Post Graduate Programmes</b>												
All PG Programmes (Including programmes at Lucknow except MBA, M.Com, MA-MCJ, M.Sc.-Maths, M.Ed.)	225	500	200	-	-	100	850	100	100	600	100	<b>2775</b>
M.B.A	225	3500	200	-	-	100	850	100	100	600	100	<b>5775</b>
M.Com.	225	2500	250	-	-	100	850	100	100	600	100	<b>4825</b>
M.A. (MCJ)	225	2500	200	-	-	100	850	100	100	1000	100	<b>5175</b>
M.C.A.	225	500	200	-	200	100	850	100	100	600	100	<b>2975</b>
MSc-Maths	225	500	200	-	-	100	850	100	100	600	100	<b>2775</b>
MSc-Integrated Programmes (I to VI semester)	250	1500	-	1000	400	200	850	100	100	600	100	<b>5100</b>
M.A.- Integrated Programmes (I to VI semester)	250	1000	-	-	-	200	850	100	100	600	100	<b>3200</b>
B.Tech.-M.Tech. (CSE)	225	3000	200	-	200	100	850	100	100	600	100	<b>5475</b>
B.Ed.	225	2925	200	-	-	100	850	100	100	600	100	<b>5200</b>
M.Ed.	225	2175	200	-	-	100	850	100	100	600	100	<b>4650</b>
<b>Diploma Programmes</b>												
D.Ed.	225	925	200	-	-	100	850	100	100	600	100	<b>3400</b>
Polytechnic (1 <sup>st</sup> Year) p.a.	225	1200	500	-	200	100	850	100	100	-	100	<b>3375</b>
Polytechnic (2 <sup>nd</sup> Year) p.a.	-	1200	-	-	200	100	850	100	100	350	100	<b>3000</b>
Polytechnic (3 <sup>rd</sup> Year) p.a.	-	1200	-	-	200	100	850	100	100	-	100	<b>2650</b>
<b>Certificate/ Programmes/ Diploma / PG Diploma (parallel / part time)</b>												
PG Diploma in Functional Urdu, PG Diploma in Hindi, <i>Tahseen e Ghazal</i>	225	300	200	-	-	200	-	100	-	-	-	<b>1025</b>
Diploma in Arabic, Diploma in Persian, Diploma in Arabic Translation	225	250	200	-	-	100	-	100	-	-	-	<b>875</b>
<i>Urdu Khush Khati, Amoozesh-e-Urdu, Tahseen-e-Ghazal</i> , Certificate in Proficiency in Arabic	50	200	200	-	-	200	-	100	-	-	-	<b>750</b>
<i>Note: 1. Examination fee as per university norms and notification from time to time. 2. Fee mentioned as per year shall have to be paid in the beginning of the odd semesters.</i>												

### Fee for foreign students (in US \$):

Programmes	Admission fee \$	Tuition fee \$ Per semester	Library fee per year \$	Medical fee per year \$	Internet fee per semester \$	Caution fee \$
PG & other programmes	100	300	10	50	10	100
M. Phil.	100	300	10	50	10	100
Ph.D.	100	300	10	50	10	100

## **VI. Other Academic Centers:**

### **i. Directorate of Distance Education:**

The Directorate of Distance Education operates on the premise of propagating Urdu medium education and reaching the unreached. Its undergraduate and postgraduate programmes cater to the educational needs of thousands of Urdu knowing people. DDE at present offers three Post-Graduate, three Undergraduate, and eight PG Diploma / Diploma / Certificate programmes apart from the B. Ed. programme. The total number of students registered in Distance Education is over 1,00,000. The DDE caters to the students with a network of nine regional centers and six sub-regional centers and 169 study centers and one examination Centre in Jeddah (Kingdom of Saudi Arabia). Please visit the university website for information on programmes and facilities.

### **ii. Industrial Training Institutes**

The University established three Industrial Training Institutes offering skill development programmes at Hyderabad (Draughtsman Civil, Electronics Mechanic, Electrician, Mechanic (Refrigeration & Air Conditioning), and Plumbing trades; at Bengaluru -Electronics Mechanic, Refrigeration & Air Conditioning Mechanic trades and at Darbhanga - Electrician and Plumbing trades. The admission for these programmes is based on merit and shall be notified separately as per schedule of NCVT. Please visit the University website for more details.

### **iii. Model Schools**

The University established three model schools at Hyderabad (AP), Darbhanga (Bihar) and Nuh (Mewat, Haryana) to offer quality school education in Urdu medium. The schools follow CBSE curriculum. The schools offer education free of cost. The admissions for the schools are notified separately. Please contact Principals of the schools for more details.

### **iv. Paramedical Courses:**

The University has initiated job orientated Health Care courses from the academic year 2014-15. Four programmes viz., Certificate course in Dialysis Technician, Certificate course in Emergency Medical Technician, Diploma course in Dialysis Technician and Diploma course in Emergency Medical Technician. The programmes are on self-finance mode. The teaching, learning, training, lab courses etc., of the programmes shall be organized in collaboration with Medwin Institute of Medical Sciences (MIMS), Nampally, Hyderabad. The School of Sciences is coordinating the programme.

## **VII. Academic Out-Reach Centers:**

### **i. Academic Staff College:**

Academic Staff College is a national facility for staff development in higher education. ASC, MANUU is one of the 66 staff colleges. It organizes Orientation & Refresher courses for faculty from colleges/Universities, professional development programmes for senior administrators, Principals, and Group A to C categories of non-teaching staff. The College is well equipped with state of art facilities for training along with internet-ready computer lab and Guest house. In the year 2012, ASC ranked 2<sup>nd</sup> in South India and 9<sup>th</sup> in all India ranks based on assessment by NAAC.

### **ii. Centre for Professional Development of Urdu Medium Teachers**

The Centre for Professional Development of Urdu Medium Teachers (CPDUMT) was established for Urdu language teachers and those who teach in Urdu medium schools and madrasas with an aim to promote their pedagogical abilities and acquaint them with the changing scenario in the field of teaching and learning so that that they might enhance the quality of teaching and enable the students of Urdu medium schools to take up the challenges of the competitive age. To achieve these objectives, the Centre conducts training programmes for the teachers by utilizing the valuable services of eminent resource persons who address and interact with them on different aspects of effective methods of teaching Urdu language and literature as well as Natural Sciences and Social Sciences in Urdu and undertake to resolve their profession related problems.

Moreover, the Centre familiarize the teachers with administrative affairs of educational institutions, educational policies of central and state governments, curriculum designing, use of educational technology, techniques of examination, evaluation and ethical aspects of the profession. The Centre provides a platform for primary, secondary and senior secondary teachers to learn from the exchange of ideas through mutual knowledge and experiences. The Centre conducts programmes in all south Indian states; Gujarat, Maharashtra and Goa. It has good infrastructure, skilled staff, hostel, Library and labs.

### **iii. Center for Urdu Language, Literature and Culture**

The Centre is established with the vision of “protection and promotion of aesthetic and cultural values of Urdu language, literature and its historical consciousness”. The center is a combination of archives, museum, library, cultural research facility for Urdu language, Literature and Culture. The Center organizes seminars, conferences in line with the mandate, collects and preserves rare documents and plans to digitize rare manuscripts. The Centre has collected 200 rare manuscripts and 5000 rare books.

### **iv. H.K. Sherwani Centre for Deccan Studies**

The Centre has been named after the renowned Indian historian, scholar and author, Haroon Khan Sherwani, whose contribution to the study of different dimensions of the Deccan is immensely noteworthy. The Centre’s vision and mission, niche areas of research, and inter-disciplinary focus have been specifically framed keeping in mind the fact that many of these areas have not yet found a place for study in a traditionally constructed framework. The Centre assumes special significance as it aims to develop into a robust research and resource unit which will facilitate scholars undertaking research primarily on the southern states of Andhra Pradesh, Maharashtra and Karnataka.

The Centre’s broad-based, all encompassing scope brings together different disciplines and streams of study—archaeological, historical, geographical, geological, cartographic, administrative, socio-economic, religious, cultural and literary—that will converge to produce healthy academic standards. In its nascent life, the Centre has caught the attention of experts all over the country and abroad with its activities. The Centre has organized lectures by William Dalrymple, Jatin Das, Prof. Rudi Matthee, and John Zubryzcki and completed a major innovative research study titled *A Cartographic Profile of the Deccan*.

### **v. Instructional Media Centre**

The Instructional Media Centre (IMC) is an initiative taken up by MANUU to enrich its Distance Education Programmes with audio, video, radio, TV and multimedia components. The IMC has state of art facilities and infrastructure under one roof for the multimedia needs of the DDE and the University. It also serves as a practical laboratory for the students of MCJ to enable them to gain hands-on experience in video and audio programme production. IMC has produced a number of curriculum based programmes, educational documentaries targeting wider Urdu audience, and programmes for special occasions and the Doordarshan regularly telecasts them in the Gyan Darshan programmes.

### **vi. Center for Civil Services Coaching**

The Center provides coaching facilities, testing and evaluation to enable the aspirants to succeed in various competitive examinations for recruitment to services under the central & state governments, public & private undertakings etc. The Center offers coaching facilities for admission to a variety of professional courses, communication skill and personality development. The facility provides study material, library and hostel for the aspirants of competitive examination.

### **vii. Center for Women’s Studies**

The Center for Women’s Studies (CWS) since its inception in 2005 is engaged in teaching, training, research, extension and advocacy activities. The CWS aims to promote gender equality through education; to bring about the empowerment of women through teaching and research; to create, strengthen and disseminate information and knowledge about and for women globally; and to establish a network between women researchers, lobbyists, and policy planners. It organizes seminars, workshops, awareness programmes and short term courses throughout the year.

### **viii. Maulana Azad Chair**

Maulana Azad chair was sanctioned to the University by UGC to promote the ideology of Azad on Social, Political and Cultural aspects of India. The objective of the chair is to conduct research activities on the Azad's personality and his contribution to national integration and the field of education.

## **VII. Academic and Student Services:**

### **i. Central Library**

The Central Library at MANUU main campus is fully automated, modernized and connected to the network of the University with wireless network facility. The Library uses Bar Code, NewGenlib Software for its day-to-day transaction of circulation, 3M Tattle Tape Technology Security gate and CCTV for monitoring. The library has a seating capacity of 200 students and an auditorium with 150 seating capacity.

The Library is open from 9.30am to 6.00pm on all working days. The Reading Room is open from 9.30am to 12'O clock in the night. The library has 47,572 books, 1088 Bound Volumes, 117 Dissertation and 14 Theses. The Library subscribes to 159 Journals, Popular Magazines and 13 Newspapers. The Library has been extended JStor, SpringerLink, EPW, JCCC@UGC infonet, ISID by the INFLIBNET under UGC Infonet Programme. The University staff, researchers and students can directly access the research journals through the University server. Guidelines for membership and other details are available on the University website.

### **ii. Computer Center - IT Cell / National Knowledge Network:**

The University Computer center caters to the ICT requirements of the University with the objective of providing basic computing facilities to the students and teachers. During the past few years, the centre has evolved from a very small computing facility to a critical central facility of the University. Keeping its ethos of refurbishing education and research with modernization, the Maulana Azad National Urdu University has been leveraging the ICT as a tool to induce strategic improvement and changes in the system. The IT Cell has thus taken on an important role of IT enabler for the University.

The centre today offers essential ICT services including Internet Access, Emailing of staffs, IT security, WiFi, University Portal development and maintenance, problem diagnostics and troubleshooting through network. To provide Internet facility and access to online learning material, the Center administers a 1-Gbps link to National Knowledge Network.

### **iii. UGC Merged Schemes (Coaching facilities)**

The University provides special coaching for UGC-National Eligibility Test for students appearing for the NET exam; Coaching for entry in to services for minorities aspiring to compete for jobs in banks, state and central services. The University also provides remedial coaching for minority students in Post-Graduate and B.Ed programmes.

### **iv. Financial Assistance**

**a. Post-Graduate programmes:** The UGC provides scholarship of Rs.1000/- per month for 10 months in an academic year for students of Post Graduate Programmes. A student can avail any one scholarship in an academic year. However, it is provided to only those students who put in at least 75% of attendance every month and also follow the rules/regulation of University. No relaxation whatsoever of any kind is admissible for students falling short of required % of attendance.

**b. Research programmes:** The University provides scholarship of Rs. 5000/- p.m for M.Phil. Research Scholars and Rs. 8000/- p.m. for Regular Ph.D. Research Scholars. Apart from this Rs. 8000/- will be given as contingency amount per annum. These scholarships are provided for 18 months for M.Phil. students and 36 months for regular Ph.D. Scholars. These Scholarships are awarded to those Scholars who have 75% attendance and follow the rules / regulations of the University. All financial assistance will depend on the UGC and University rules and the availability of funds.

### **v. Health Care**

The University Health Centre, managed by a team of doctors, nurses and para medical staff caters to basic Out Patient treatment. The Health Centre has an X-Ray Unit and a laboratory for conducting various

clinical investigations. Specialist doctors are available on specific days. The services of a Student Counselor are also available. The University will assist wards in getting medical insurance coverage from standard insurance companies, which they may use in case of hospitalization.

#### **vi. Physical Education and sports**

The University has adequate infrastructure for Games and Sports. The facility has well equipped indoor stadium accommodating fitness center and indoor games like shuttle, badminton, table tennis etc. The University promotes sports and games culture among the student community by organizing coaching camps for various sports and games for the University teams. Track and field for athletic events; cricket ground and volley ball facilities are also available.

#### **vii. National Service Scheme (NSS)**

The NSS Cell MANUU aims to hone the personality of student volunteers through a series of regular and camp activities. With the motto "NOT ME BUT YOU", NSS Cell invites the volunteers for the all-round personality development through community service, group interactions and orientation trainings on and off the campus. The NSS Cell has two units with the sanctioned strength of 200 student volunteers. The fresher are encouraged to join NSS strictly on first cum first serve basis.

#### **viii. Canteen**

Apart from students managed hostel mess for resident wards, canteen facility is available at headquarters for day-scholars, staff and visitors. The canteen provides refreshments and lunch etc., at subsidized rates.

#### **ix. Proctor Office**

The Proctor and his team shall examine all disciplinary and related issues of the students. Student's misconduct / indiscipline cases shall be brought to the notice of the Proctor. Depending on the gravity of the case, the Proctor recommends appropriate action to the Disciplinary Committee.

Ragging is banned in the campus. As per the orders of the Hon'ble Supreme Court of India, if any incident of ragging comes to the notice of the authority of the University, the concerned student should be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him / her from the University.

Use of drugs, drug trafficking and eve teasing are strictly forbidden in the University and persons found indulging in such activities will be subjected to strict disciplinary and other actions in keeping with the law of the land. Indulging in any criminal activity within or outside the University and any physical violence against fellow students and fellow residents will not be tolerated and will attract stern disciplinary action including rustication. For more details visit the website.

#### **x. Committee on violence against women and sexual Harassment**

Policy against Discrimination and Sexual Harassment (PADASH): As per UGC norms, a committee is in place to address the menace of violence and sexual harassment against women on the campus.

#### **xi. Students Union**

The Students' Union exists in the University for the Promotion of an integral development of personality and the general welfare of students. The elections are held every year whereby students elect their representatives to the Students' Union.

#### **xii. Hostel Facility**

The Urdu University provides hostel facility in the University Campus for both male and female students for campus based programmes. There are 3 hostels on the campus, of which 2 are for men and 1 is for women. However, the hostel facility is regulated by "Rules and Regulations" (please refer University website). As hostel accommodation available is limited, mere admission in any of the University Programmes does not entail a right to admission to the University Hostels. It shall be the prerogative of the University authorities to frame the rules and regulations periodically for hostel admissions by assessing the availability of seats in each hostel. The hostel will be allotted to the students based on the

Admission Procedure given below, when they apply for accommodation with sufficient documentary proof.

**Admission Procedure:**

Admission Procedure	Weightage	Remarks
On the basis of Rank in the Entrance Examination / Marks in Qualifying Examination	50	Entrance Rank / Marks in Qualifying Exam will be the preference for awarding weightage
Internal students (MANUU)	10	Supporting documents need to be submitted
Distance	20	"
Economic Condition	10	"
Sports & Extra Curricular Activities	05	"
Backward Region	05	"
<b>Total</b>	<b>100</b>	

**Reservation of seats in Hostels:** Of the total number of available seats in a particular academic year in the hostels, 22.5% are reserved for candidates belonging to SC/ST, 27% for OBCs and 3% for Persons with Disability

The hostel accommodation may be provided to students of PG course, B.Ed/ M.Ed, B.Tech, Polytechnic, D.Ed., M.Phil. and Ph.D. as per availability of seats in the Hostels. For M.Phil. and Ph.D. students hostel facility will not be extended beyond the stipulated period of the course duration.

- Hostel admissions will not be given for those students who are pursuing Double PG from MANUU.
- For M.Phil scholars, University will provide triple occupancy and double occupancy for PhD Scholars in the hostel.
- Admission of the students in the hostels will be based on the ratio of the total number of students admitted in each Department
- The students are required to submit photocopies of qualifying examination, Marks memo, Nativity Certificate/domicile certificate, Bonafide, Study and Conduct Certificates from their respective institutions while submitting the application for hostel admissions.
- Students seeking admission to the University hostel should provide the details of local guardian (at Hyderabad) to contact them at time of emergency.
- Students admitted in the Hostels shall have to submit a Medical Fitness Certificate within one week of admission. If any student is found suffering from chronic / infectious diseases during his/her stay in the hostels, he/she will not be allowed to continue the hostel facility.

**Hostel Fee Information**

S.No.	Hostel Fee details	Amount (Rs.)
1.	Hostel Caution Deposit (Refundable)	1500
2.	Mess Caution Deposit (Refundable)	1500
3.	Annual Room Rent	1200
4.	Gas Charges (per Academic Year)	1000
5.	Crockery Charges (per Academic Year)	200
6.	Mess Advance	1500
	Total	6900 *

\* The Above Fee is to be paid at the time of Hostel Admission. Moreover, students have to pay monthly Mess bill before 10<sup>th</sup> of every month.

- Mess facility attached to different hostels is compulsory and is completely managed by the Hostel residents. It is mandatory to have both boarding and lodging facility at the University hostels. Students admitted in the Hostels should stay and dine in the Hostels compulsorily. Students are expected to avail mess facility every month and unless satisfactory reason is provided, students need to pay a minimum of 15 days' mess charges every month. If a student is found not availing the mess facility continuously for 2 months without permission, his/her hostel admission will be cancelled.

### **xiii. Attendance Requirements**

- A student is deemed to have pursued a regular programme of study in a subject provided he/she has actually attended at least 75% of the teaching classes held in each subject.
- A student will be allowed to take the examination in any given semester only if he/she puts in 75% percent of attendance in all subjects. However, for D.Ed., B.Ed. and M.Ed. students, 80% in theory and 100% attendance in practicals is compulsory. In MSW 100% attendance in field work practicum is compulsory.
- The Dean of the School concerned on the recommendation of the Head of the Department/Centre may condone shortage of attendance not exceeding 10% for medical reasons.
- A student deputed by the University to take part in extra co-curricular events may be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concession would be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the School concerned.
- Admission will be cancelled for any student who does not have the required attendance in the Ist Semester. The student will have to take readmission in the next academic year. A student whose admission is cancelled for not having required percentage of attendance in the semester other than I Semester will have to take readmission in the same semester in the next academic year. In case he has insufficient attendance in the second instance also, he will not be allowed to take readmission. If any student is absent constantly for 1 month, his name will be removed from the attendance register. In case a student is absent from classes on medical grounds, he may be permitted to attend classes after submitting a medical certificate. In case even after availing the 10% of relaxation of attendance on medical grounds, the student fails to fulfill the required 75% of attendance, then he will not be permitted to appear for the semester examination.
- An M.Phil research student is compulsorily required to put in 75% percent of attendance for the minimum period prescribed for completion of the programme. However, his/her research guide's recommendation and authentication is admissible if the research scholar undertakes any field work after the completion of his/her course work. In such cases, the research participant's attendance shall be marked as present.
- A scholar of PhD research programme is compulsorily required to put in 75% of attendance in his/her first year of the programme. From the second year onwards, if the student is required to be on fieldwork, the recommendation and certification of the guide is admissible. Only such scholars / student will be considered for scholarship who have put in 75% attendance.

### **xiv. Examination and Assessment:**

The performance of the students enrolled in various academic programmes is assessed in two ways i.e., through Semester End Examinations (Annual Exams for D. Ed. and B. Ed.) and Internal Assessment on regular basis. The ratio of weightage for Semester End / Annual Assessment and Internal Assessment is 70:30. The candidates can avail the facility to clear their backlog papers in subsequent semesters. There shall be grade system for the Integrated Post Graduate Programmes.

### **xv. Admission Procedure for International Students:**

- Maulana Azad National Urdu University shall consider and treat all those who are not the citizens of India as Foreign Nationals.
- Foreign Nationals shall be considered for admission into both PG and Research Programmes offered through merit or entrance and interview modes respectively.
- The notification to invite Indian students for applying into University Programmes shall also apply to Foreign Nationals. No separate notification shall be given to invite application from Foreign Nationals.
- Fifteen percent of the seats are allocated to Foreign Nationals over and above the prescribed intake in any programme of the University.

- Those who are appearing for PG programmes are required to have education system of 10+2+3 or 12+3 years.
- Foreign Nationals are required to fulfill the minimum eligibility criteria as prescribed for Indian students. If a Foreign National's Board / Institution / University does not offer the programme prescribed as eligibility condition, an equivalent programme may be considered by the Admission Committee.
- Foreign Nationals applying in any programme offered through merit mode in qualifying degree examination are required to produce a certificate stating that their educational programme is equivalent in terms of length of study and quality to the qualifying degree examination recognized by this University.
- If a Foreign National is selected into any programme, he/she shall be sent a letter of admission through post as well as e-mail.
- The Admission Committee that grants admission to Indian candidates, shall also grant admission to Foreign Nationals on the recommendation of the Central Admission Committee.
- If a Foreign National is selected into any programme, he/she shall produce the following documents: a) Student's Visa; b) Medical Certificate prescribed by Govt. of India and c) Clearance from MEA.
- **Documents to be Submitted along with Application Form:**
  - All certificates and marks sheet or grade card from High School onwards with certified English translation(if the documents are in any other language);
  - A Letter of recommendation from the Principal / Director of the College/Centre/ University, where the candidate completed the studies last. The letter must be sent in sealed envelope or by e-mail to the Head of the Department in which admission is sought.
  - A synopsis / research proposal for those seeking admission to MPhil and PhD. programmes.
  - A proof of adequate financial support or scholarship
- **Documents to be Submitted at the Time of Admission:**
  - All Original Certificates with their transcript in English (if the certificates are in another language);
  - Photocopy of Passport and Visa;
  - Medical fitness certificate from a recognized hospital;
  - Prescribed Fee;
  - Two sets of photocopies of all certificates;
  - Twelve passport size latest colour photographs;
  - Four self-addressed postal stamped envelopes; and
  - Testimonials from two referees
- Once a Foreign National is admitted into any University Programme, he/she shall be referred to as International Student.

#### **The Foreigner's Registration Office:**

- All foreign students are necessarily required to register with the Foreigner's Registration Office (F.R.O.) within 14 days of their arrival in India. The Foreigner's Registration Office (F.R.O.) issues foreign national students a residential permit which is normally valid for a period of one year and it should be renewed by the foreign student 15 days before its expiry date. The documents required to be submitted at the time of registration are:
  - a. A provisional admission / eligibility letter
  - b. Passport with a student visa
  - c. Residential proof
  - d. Bonafide certificate and
  - e. HIV certificate obtained from any recognized hospital on arrival in India.

#### **xvi. Documents required at the time of admission:**

Two photocopies attested by Gazetted Officer need to be submitted to the respective departments.  
Production of Original certificates at the time of admission is mandatory.

Sl. No.	Programmes	Polytechnic	Integrated Post-Graduate programmes / D.Ed / Certificate, Diploma programmes (Part time)	B.Ed / M.Ed / All P.G. programmes / P.G. Diplomas (Part time)	M. Phil	Ph.D.
1.	10 <sup>th</sup> / S.S.C. / equivalent board examination marks sheet	Yes	Yes	Yes	Yes	Yes
2.	12th /Intermediate / +2 / equivalent board examination Marks Sheet	NA	Yes	Yes	Yes	Yes
3.	Marks sheet (s) of Bachelor's degree	NA	NA	Yes	Yes	Yes
4.	Degree / provisional certificate of Bachelor's degree	NA	NA	Yes	Yes	Yes
5.	Marks sheet (s) of Post-Graduation	NA	NA	NA	Yes	Yes
6.	Degree / provisional certificate of Post - Graduation	NA	NA	NA	Yes	Yes
7.	Migration Certificate	NA	Yes	Yes	Yes	Yes
8.	Transfer Certificate, Conduct certificate	Yes	Yes	Yes	Yes	Yes
9.	Caste certificate (for SC, ST, & OBC candidates only)	Yes (if claimed & applicable)				
10.	PWD / Ex-Servicemen / NSS / NCC / Kashmiri Migrant Certificate	Yes (if claimed & applicable)				
11.	Urdu Knowledge Certificate	Yes	Yes	Yes	Yes	Yes
12.	Six Passport size latest colour Photos	Yes	Yes	Yes	Yes	Yes
13.	NoC and Leave sanction letter (in case of employees)	Yes	Yes	Yes	Yes	Yes
14.	M.Phil / NET / SLET / MANF / GATE / JRF / RGNF (whichever is applicable)	NA	NA	NA	Yes (if claimed)	
15.	Three self-addressed stamped envelopes	Yes	Yes	Yes	Yes	

### Academic Calendar 2014-15 (for All Programmes except Polytechnics)

Particulars	Schedule
Commencement of Classes for 3 <sup>rd</sup> semester of all PG programmes; 5 <sup>th</sup> Semesters of B.Tech.-M.Tech./M.C.A. ; D.Ed Second year	: 8 <sup>th</sup> July 2014
Commencement of classes for all UG / PG / Integrated Post Graduate programmes/ D.Ed. / B.Ed. / M.Ed. freshly admitted batches	: 15 <sup>th</sup> July 2014
Commencement of classes for M.Phil. & Ph.D. programmes	22 <sup>nd</sup> July 2014
Last instruction day for the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters	: 17 <sup>th</sup> November 2014
Commencement of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester end examinations	: 24 <sup>th</sup> November 2014
Winter Vacations	: 10 <sup>th</sup> Dec 2014 -2 <sup>nd</sup> Jan 2015
Commencement of Classes for 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters	: 5 <sup>th</sup> January 2015
Last instruction day for the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters	: 27 <sup>th</sup> April 2015
Last instruction day for the B.Ed., & D.Ed.	: 11 <sup>th</sup> April 15
Commence of B.Ed., & D.Ed., annual Examinations	: 20 <sup>th</sup> April 2015
Commencement of 2 <sup>nd</sup> & 4 <sup>th</sup> Semester end examinations for MBA, MSW/B. Tech.-M. Tech.( 6 <sup>th</sup> Semester)	: 30 <sup>th</sup> April 2015
Commencement of 2 <sup>nd</sup> & 4 <sup>th</sup> Semester end examinations for other programmes	: 4 <sup>th</sup> May 2015
Summer Vacations	: 16 <sup>th</sup> May to 27 <sup>th</sup> June 2015
Fee for the semester should be paid within a week from commencement of semester classes (except for fresh admissions)	

### Academic Calendar for Polytechnics: 2014-2015:

Particulars	Schedule
Commencement of Classes for 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters	: 14 <sup>th</sup> July 2014
Last instruction day for 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters	: 31 <sup>st</sup> October 2014
Commencement of Semester end examinations	: 1 <sup>st</sup> November 2014
Commencement of VI Semester (Industrial training)	: 10 <sup>th</sup> December 2014
Winter Vacations	: 10 <sup>th</sup> December 2014 to 2 <sup>nd</sup> January 2015
Commencement of classes for 2 <sup>nd</sup> & 4 <sup>th</sup> Semesters	: 5 <sup>th</sup> January 2015
Last instruction day for the 2 <sup>nd</sup> & 4 <sup>th</sup> Semesters	: 10 <sup>th</sup> April 2015
Commencement of Semester end examinations	: 13 <sup>th</sup> April 2015
Summer vacations	: 16 <sup>th</sup> May to 27 <sup>th</sup> June 2015
Fee for the year should be paid within a week from commencement of the year classes (except for fresh admissions)	

**Important Addresses (for sending filled in application forms by post) & their telephone numbers at University headquarters:**

S. No.	Department	Address	Tel. No
1.	Head, Department of Urdu	Maulana Azad National Urdu University, Gachibowli, Hyderabad - 500 032, AP	040-23008361
2.	Head, Department of English		040-23008324
3.	Head, Department of Hindi		040-23008303
4.	Head, Department of Translation Studies		040-23008442
5.	Head, Department of Arabic		040-23008319
6.	Head, Department of Persian		040-23008384
7.	Head, Department of Women Studies		040-23008301 / 23008450
8.	Head, Department of Public Administration & Political Science		040-23008327/8
9.	Head, Department of Social Work		040-23008438/9
10.	Head, Department of Islamic Studies		040-23008364
11.	Head, Department of Mass Communication & Journalism		040-23008455 / 23008354
12.	Head, Department of Commerce & Management		040-23008377/ 23008365
13.	Head, Department of Education & Training		040-23006040
14.	Head, Department of Computer Science & Information Technology		040-23008367/ 23008332
15.	Head, Department of Mathematics		040-23008367
16.	I/C Integrated programmes in Sciences		040-23008323
17.	I/C Integrated programmes in Arts & Humanities		040-23008329
18.	Director, Center for Study of Social Exclusion and Inclusive Policy		040-23008335
19.	Principal, MANUU Polytechnic, Hyderabad		040-23008413/14
20.	Office of Controller of Examinations		040-23006605
21.	Proctor Office		040-23008412
22.	Chief Warden office		040-23008384
23.	Public Relations Office		040-23006606
24.	Academic Section		040-23008441
25.	University EPABX numbers	-	040-23006612 to 15
26.	University toll free number	-	18004252957

**Important Addresses & Telephone Numbers:**

Sl.	Place	Address	Contact Numbers
<b>Lucknow Satellite Campus</b>			
1.	Lucknow	MANUU Lucknow campus, C/o C-9, H Park, Behind Neera Nursing Home, Mahanagar Extension, Lucknow – 226 006	Tel: 0522-2330183
<b>Srinagar Satellite Campus/MANUU College of Arts and Science for Women, Srinagar</b>			
2.	Srinagar	MANUU College of Arts and Science for Women, C/o MANUU Regional Centre, College of Education, # 18B, Jawahar Nagar, Opp BECO Gallery, Srinagar -190 001	Fax: 0194-2310444, Tel: 0914-2310221
<b>Department of Education &amp; Training / Colleges of Teacher Education</b>			
3.	Hyderabad	Head, Department of Education & Training, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032	Tel: 040-23006040
4.	Srinagar, J & K	MANUU-College of Teacher Education, 56, Chinar Colony, Baghat Barzulla, Srinagar-190 005	Tel: 0194-2434371
5.	Bhopal, MP	MANUU-College of Teacher Education, MHK ITC Campus, Rafiqia School Road, Bhopal – 462 001	Tel: 0755-2744515
6.	Darbhanga, Bihar	MANUU-College of Teacher Education, Ilyas Ashraf Nagar, Chandan Patti, Laheria Sarai, Darbhanga – 846 001	Tel: 06272-277616
7.	Asansol	MANUU-College of Teacher Education, Danish Islamia High School Campus, Hutton Road, Asansol – 713 301	Tel: 0341-2281901
8.	Aurangabad	MANUU-College of Teacher Education, DRP Educational Campus, Opp. Taj Residency, Mahmood Pura, Rauza Baugh, Aurangabad – 431 001	Tel: 0240-2100536
9.	Sambhal	MANUU-College of Teacher Education, C/o Al-Tareen ITI, Behjoi Road, Sambhal – 244 302	Tel: 05923-231088
<b>Polytechnics</b>			
10.	Hyderabad	Principal, Polytechnic, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500 032	Tel: 040-23008413 Fax: 040-23008414
11.	Darbhanga, Bihar	Principal, MANUU- Polytechnic, Ilyas Ashraf Nagar, Chandan Patti, Laheria Sarai, Darbhanga – 846 001	Tel: 06272-210053
12.	Bengaluru	Principal, MANUU- Polytechnic, 8 <sup>th</sup> Cross, 1 <sup>st</sup> Stage, 3 <sup>rd</sup> Block, Nagarbhavi, Bengaluru – 560 072	Tel: 080-23181726
<b>Regional Centres</b>			
13.	Delhi, NCR	MANUU Regional Centre, N-6, 4th Floor, Doctor's Apartment, Sailing Club Road, Jamia Nagar, New Delhi – 110 025	Tel: 011-26984762 Fax: 011-26988260
14.	Patna, Bihar	MANUU Regional Centre, 2 <sup>nd</sup> floor, Bihar State Co-operative Bank Building, Ashok Rajpath, Near BN College, Patna - 004	Tel: 0612-2300413
15.	Darbhanga, Bihar	MANUU Regional Centre, Mohalla Ismeel Gunj, Near Khan Lodge, Laheria Sarai, Darbhanga – 846 001	Tel: 06272-221138 Fax: 06272-255089
16.	Bengaluru, Karnataka	MANUU Regional Centre, Al-Ameen Commercial Complex, Room No.08, Hosur Road, Near Lal Bagh Main Gate Bengaluru – 560 027.	Tel :080-22115687 Fax: 080-22115707
17.	Bhopal, MP	MANUU Regional Centre, # 12, Ahmedabad Palace, Koh-E-Fiza, Bhopal –462 001.	Tel: 0755-2737028 Fax: 0755-4223508
18.	Srinagar, J&K	MANUU Regional Centre, 18B, Jawahar Nagar, Opp BECO Gallery, Srinagar – 190 001.	Tel: 0914-2310221 Fax: 0194-2310444
19.	Mumbai, MS	MANUU Regional Centre, RH-1/M-58, Near Modern School, Sector-7, Vashi, Mumbai – 400 703.	Tel: 022-27820511 Fax: 022-27820515
20.	Kolkata, WB	MANUU Regional Centre, 71 G, Tiljala Road, Kolkata – 700 046	Tel: 033-22894568
21.	Ranchi, Jharkhand	MANUU Regional Centre, H. NO. ½, First floor, Rasaldar Nagar, Doranda, Ranchi – 834 002	Tel: 0651-2491105