

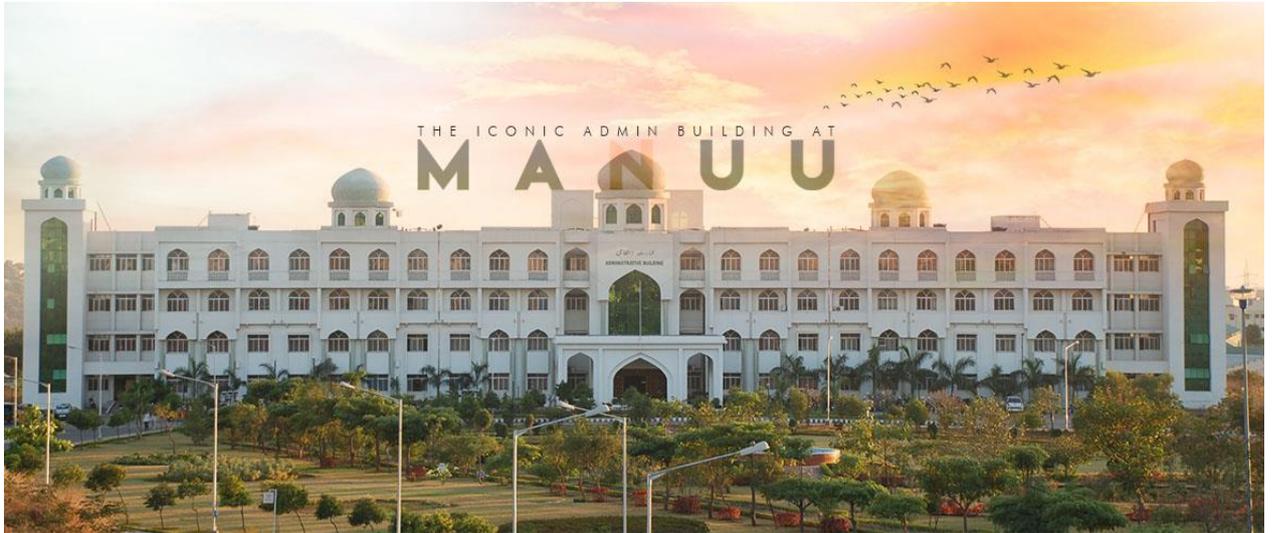
مولانا آزاد نیشنل اردو یونیورسٹی
مौलانا आज़ाद नेशनल उर्दू यूनिवर्सिटी

Maulana Azad National Urdu University

(A CENTRAL UNIVERSITY ESTABLISHED BY AN ACT OF PARLIAMENT IN 1998)

ACCREDITED WITH "A+" GRADE BY NAAC

Prospectus 2023-24 Admission to UG Programmes through CUET



Access to Quality Education through Urdu Medium

7
Schools
of
Studies

19
Departments



NAAC "A+" Grade

80
Programmes
up to Ph.D.
Level

11
States
Presence

Gachibowli, Hyderabad, Telangana – 500 032

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

Visitor

Smt Droupadi Murmu
Hon'ble President of India

Chancellor

Shri Mumtaz Ali

Vice-Chancellor

Prof. Syed Ainul Hasan

Deans of Schools

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



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

Registrar

Prof. Ishtiaque Ahmed

Finance Officer I/c

Prof. Syed Mohammed Haseebuddin Quadri

Controller of Examinations

Dr. Md. Zair Hussain

Director, Directorate of Admissions

Prof. Vanaja .M

Maulana Azad National Urdu University

Gachibowli, Hyderabad – 500 032, Telangana

Room No. 20, Ground floor, Administrative Building

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

e-mail: admissionsregular@manuu.edu.in; **website:** www.manuu.edu.in

Schedule for Applying Online CUET

Duration of Online registration and submission of Application Form for CUET (UG) - 2023	09th February to 12th March, 2023 (9:00 pm)
Last Date of successful transaction of fee through Credit / Debit card / Net-banking / UPI	12 th March, 2023 (11:50 pm)
Correction in particulars	15 th March to 18 th March 2023 (11:50 pm)
Announcement of the City of Examination	30 th April 2023
Downloading of Admit Cards from the NTA website	2 nd week of May 2023
Dates of Examination	21 st May, 2023 onwards
Display of Recorded Responses and Answer Keys	To be announced later on the NTA website
Website(s)	www.nta.ac.in / http://cuet.samarth.ac.in
Declaration of Results on NTA website	To be announced later on the NTA website

- The details of the programmes offered by Central Universities (CUs) and other participating Universities / Organizations are available on their respective websites as well as on <https://cuet.samarth.ac.in/> Candidates must carefully refer to the eligibility requirements of the programmes offered by various Central Universities and participating Universities/ Organizations in this regard.
- The CUET (UG) - 2023 will be conducted in **13 languages** i.e. **English, Hindi, Assamese, Bengali, Gujarati, Kannada, Malayalam, Marathi, Odia, Punjabi, Tamil, Telugu, and Urdu.**
- For Papers, Scheme, Timing, Eligibility and other information, candidates are requested to please check the Information Bulletin of CUET (UG) – 2023 available on the website: <https://cuet.samarth.ac.in>
- For CUET (UG) – 2023, the following is the scheme of examination:

Section	Subjects/ Tests	Questions to be Attempted
Section 1A - Languages	There are 13 different languages. Any of these languages may be chosen.	40 questions to be attempted out of 50 in each language
Section 1B - Languages	There are 20 Languages. Any of these languages may be chosen.	
Section 2 - Domain Specific Subject	There are 27 Domain specific subjects being offered under this section. A candidate may choose any subject as desired by the applicable University/ Organization.	35/40 Questions to be attempted out of 45/50
Section 3 - General Test	For any such undergraduate programme / programmes being offered by Universities where a General Test is being used for admission.	50 Questions to be attempted out of 60

Note:

1. From the above subjects / languages, the candidate can choose maximum of 10 subjects from all three Section as given in Annexure 1.
2. Examination will be conducted on multiple days in three shifts, depending on the number of Candidates and Subject choices.

Important Instructions:

- i. Candidates can apply for CUET (UG) - 2023 through the “**Online**” mode only on the website <https://cuet.samarth.ac.in/> The Application Form in any other mode will not be accepted.
- ii. Only one application is to be submitted by a candidate. **In no circumstances, candidates will be allowed to fill more than one Application Form. Strict action will be taken, even at a later stage, against such candidates who have filled more than one Application Form.**
- iii. Candidates must strictly follow the instructions given in the Information Bulletin and on the website <https://cuet.samarth.ac.in/> . Candidates not complying with the instructions shall be summarily disqualified.
- iv. Candidates must ensure that the **e-mail address and Mobile Number** provided in the Online Application Form are their own or Parents/Guardians only as all information/ communication will be sent by NTA through e-mail on the registered e-mail address or SMS on the registered Mobile Number only.

In case any candidate faces difficulty in applying for **CUET (UG) – 2023**, he/she may contact **011 - 40759000 / 011 - 69227700** or e-mail at cuet-ug@nta.ac.in. The candidates are also advised to be in touch with the NTA website(s) www.nta.ac.in and <https://cuet.samarth.ac.in/> for the latest updates regarding the exam.

For CUET (UG) – 2023, fees will be charged based on the number of subjects chosen by the candidates. The following fee structure is applicable for CUET (UG) - 2023:

Fee Payable by Candidate (CUET (UG) -2023) in INR				
Number of Subject	General	OBC	SC/ST/PwBD/Third Gender	Center India Outside India
Upto 3 subjects	₹ 750/-	₹ 700/-	₹ 650/-	₹ 3750/-
Upto 7 subjects	₹ 1500/-	₹ 1400/-	₹ 1300/-	₹ 7500/-
Upto 10 subjects	₹ 1750/-	₹ 1650/-	₹ 1550/-	₹ 11000/-

*Other Backward Classes-Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in. Only the candidates falling in this list may mention OBC in the Category Column. State list OBC candidates who are not in OBC-NCL (Central List) must choose General/Unreserved.

**As per the OM No. 20013/01/2018-BC-II dated 17 January 2019, issued by the Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17.01.2019 of MHRD Department of Higher Education regarding implementation of reservation for Economically Weaker Section (EWS) for admission in Central Educational Institution.

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1.0 Undergraduate Programmes - Bachelor of Arts B.A. (Hons. / Research)

MANUU is launching four year UG Hons. /Research programme from the current academic year 2023-24 in multidisciplinary mode with multiple entry/exit as per NEP-2020.

1.1 School of Languages, Linguistics and Indology

The University established the School of Languages, Linguistics and Indology in the year 1999 to establish standards for educational programmes offered under Languages through distance mode. The School mainly focused on the retention of identity of indigenous languages that integrates well with the National language. The School commenced regular programmes in the year 2004 and is currently having six Departments and also offers Programmes at Constituent Colleges located at Lucknow (U.P.) and Srinagar (J&K). The main objective of the School is to promote the Indian Languages (Urdu and Hindi) along with Foreign Languages (Arabic, Persian and English) that influenced the indigenous Languages and also to promote the Translation Studies for effective integration.

1.2 School of Arts and Social Sciences

The University has established the School of Arts and Social Sciences in the year 2005 to establish standards for educational programmes offered under Arts and Social Sciences. The main objective of the School is to offer programmes of study that influence the passion of human concerns for philosophical, social, political, economical, historical and public life and to play an important role in understanding the issues that deal with the society and gender. The School is currently having eight Departments and is the largest of all schools in the University and also offers programmes at satellite campuses at Lucknow (U.P.) and Srinagar (J & K).

1.3 Satellite Campus, Lucknow, Uttar Pradesh

The University established a satellite campus at Lucknow in 2009 to offer advanced programmes in languages. The campus offers Post-Graduate and Research Programmes in four languages through respective department's viz., Arabic, English, Persian and Urdu. Bachelor of Arts Programme was introduced from the academic year 2018-19. The campus is well equipped for teaching and research facilities, apart from academics the campus buzzes with extra-curricular activities, extension lectures, seminars, soft skills training etc. to groom the students in respective subjects.

1.4 Academic Programmes and Intake

Programme	Intake	Eligibility
Bachelor of Arts- B.A. (Hons. / Research)	150 Hyderabad	i. Urdu as a subject or as a Medium in 10 th /10+2 level or equivalent Madrasa courses with Urdu as medium of Instruction
	30 Lucknow	ii. 10+2 or Equivalent from recognized Board / Institution/Madrasa (Refer the list appended in this Prospectus) with 40% marks in aggregate)

2.0 Undergraduate Programmes - Bachelor of Commerce B.Com. (Hons. / Research)

2.1 School of Commerce and Business Management

The University established the School of Commerce and Business Management (SCBM) in the year 2004. The main aims and objectives of the School are to offer UG/PG programmes in the fields of Management and Commerce. These programmes are aimed to prepare students to be a successful entrepreneur or to take up supervisory and managerial positions in the corporate world or small/medium Industry and contribute to the economy and society at large. The Mission of the School is to strive to create ethical, socially responsible and agile future business leaders. The SCBM is currently having one Department viz. Department of Management and Commerce. B.Com. programme is designed in a way to meet the requirements of Industry and Business. B.Com. students are permitted to avail special lectures from industry leaders. These Programmes attracts quite a large number of students every year.

2.2 Academic Programmes and Intake

Programme	Intake	Eligibility
Bachelor of Commerce- B.Com. (Hons. / Research)	60	<ol style="list-style-type: none">Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU.40% marks aggregate in Intermediate or equivalent from a recognized Board.

3.0 Undergraduate Programmes - Bachelor of Journalism and Mass Communication B.A. JMC (Hons. / Research)

3.1 School of Mass Communication and Journalism

The University created the School of Mass Communication and Journalism in the year 1999 to establish standards for educational programmes in the area of Mass Communication and Journalism.

The Objective of the School is to train Quality Professionals in the field of Mass Communication and Journalism based on Maulana Abul Kalam Azad's legacy for ethos and richly laced journalistic expression. The programme provides professional training in the ever-expanding field of Media in Urdu medium. The main aim of the Programme is to produce professionals who are well trained and well equipped to cope up with emerging challenges in the field of Print and Electronic Media.

The School currently has one department: The Department of Mass Communication and Journalism. The Department was established in 2004 with introduction of M.A. degree programme in Journalism and Mass Communication. The department has experienced faculty members with wide range of interest and experience in the media. The Department is supported by labs with State of the Art equipment for Print, Radio, Television, Video Production and Graphical Animation. From academic year 2018, Department introduced undergraduate programme B.A. (JMC) with an intake of 30 students.

3.2 Academic Programme and Intake

Programme	Intake	Eligibility
Bachelor of Arts in Journalism and Mass Communication- B.A. JMC (Hons. / Research)	30 Hyderabad	<ol style="list-style-type: none">Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU.10+2 or Equivalent from recognized Board / Institution/ Madrasa (refer to the list on university website/prospectus) with 40% marks in aggregate.

4.0 Undergraduate Programmes – B.Sc. (Hons. / Research) and B.Voc.

4.1 School of Sciences

The University created the School of Sciences in the year 2006 to establish a unique educational programmes of study different from human-centred subjects (Arts and Social Sciences) considering the importance of Science Education in development of nation in many areas. However, the Science discipline is considered as a basic human motivator that enables technological advances in improving the living standards of impoverished millions. The components of Science include the discovering of new concepts by conducting experiments, facilitating practical observations, deriving hypothesis and making interpretations to establish a theory from knowledge sources. The main objective of the Science Programmes is to turn natural curiosity of humans in creation of new knowledge that make

studying science as attractive as learning to find solutions to the problems in addressing the needs of the society. Ultimately the Society is 'driven' by ideas and products from science and the influence of science continue to increase in all realms of human life.

The School is currently running five Ph.D. Programmes: Mathematics, Physics, Chemistry, Botany, and Zoology and one PG Programme: M.Sc. (Mathematics) and Five UG Programme: B.Sc. (Physical Science - MPC), B.Sc. (Physical Science - MPCs), B.Sc. (Life Science-ZBC), B. Voc. (MLT) and B. Voc. (MIT). Following are the details of eligibility for the B.Sc. programmes:

4.2 Undergraduate Courses - Bachelor of Science B.Sc. (Hons. / Research)

Programme	Intake	Eligibility
Bachelor of Science B.Sc. (Hons. / Research)	120 Hyderabad	<p>i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU.</p> <p>ii. "Candidates should have studied the Sciences subjects viz., Mathematics, Physics, Chemistry / Biology (Botany & Zoology) at 10+2 / Intermediate / Equivalent from recognized board or Institution with at least 40% marks in aggregate"</p>

4.3 Bachelor of Vocation Courses (B.Voc.)

The School of Sciences, Maulana Azad National Urdu University is offering the following two Bachelor of Vocation courses approved by University Grants Commission (UGC) under National Skill Qualification Frame Work (NSQF) from the Academic year 2020-21.

Programme	Intake	Eligibility
#Medical Imaging Technology (MIT)	50 Hyderabad	<p>i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU.</p> <p>ii. The candidates should have passed the two year Intermediate (10+2) with 40% marks in aggregate or equivalent with Botany, Zoology, Mathematics, Physics, Chemistry or Intermediate Vocation Education in MIT or Equivalent Advanced Diploma in MIT as per NSQF guidelines.</p>
#Medical Laboratory Technology (MLT)	50 Hyderabad	<p>i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU.</p> <p>ii. The candidates should have passed the two year Intermediate (10+2) with 40% marks in aggregate or equivalent with Botany, Zoology, Mathematics, Physics, Chemistry or Intermediate Vocational Education in MLT or Equivalent Advanced Diploma in MLT as per NSQF guidelines.</p>

The University would be able to continue these courses for 2023-24 subject to the approval and release of funds by UGC and also subject to the conditions (Intake number) laid down by the UGC and also subject to a minimum of 30 students being admitted in each programme.

The salient features of B.Voc. Courses are: NSQF model curriculum as approved by AICTE has series of levels of leaving outcomes having National and International equivalency.

- These courses are taught by Professional and Experience teachers in different areas.
- Students shall be trained in the reputed corporate Hospitals of Hyderabad.
- On successful completion of the course there is a possibility of 100% placement at leading Corporate/Government Hospitals, Nursing Homes, and Old Age Homes. etc.
- Hostel facility shall be provided to out station candidates subject to the availability of the seats.

5.0 Criteria for Admissions

5.1 General Eligibility Conditions

- i. The candidates are required to compulsorily go through the prospectus before filling up their online application forms for their admission.
- ii. For admission in all University programmes, the candidates should have studied and passed Urdu as a subject/ language or as a Medium in 10th/10+2/ Graduation level or equivalent Madrasa courses with Urdu as medium of Instruction in addition to fulfilling the qualification criteria mentioned for the programmes under respective Departments.
- iii. Madrasa pass-out students may visit the list of recognized programmes and Madrasa on University website and prospectus 2023-24 for their eligibility.
- iv. The Madrasa where the medium of instruction is not Urdu shall not be considered for Urdu eligibility.

5.2 Age limit for Admissions

Following is the table of prescribed age limit for various programmes of the University:

Programme	Upper Age Limit
U.G. Programmes	30 years

Note: The age shall be calculated as on 30th June, of the respective academic year.

5.3 Details of Common University Entrance Test (CUET)

National Testing Agency has been entrusted with the responsibility of **conducting the Undergraduate entrance tests for all the Central Universities (CUs)** for the academic session 2023-2024. CUET will provide a **single window opportunity to students to seek admission in any of the Central Universities (CUs) across the country.**

The CUET (UG) - 2023 will be conducted in **Computer Based Test (CBT) Mode**. The aspirants who desire to appear for the test, may refer to the Information Bulletin for admission to **Undergraduate programmes** of the desired **Central Universities (CUs)** for admission into the **Undergraduate Programmes**.

The details of the programmes offered by Central Universities (CUs) are being made available on their respective websites.

Online Application Forms for Undergraduate Programmes will open from **09.02.2023**, the link for the same will be made available on the official website <https://cuetsamarth.ac.in/>. Candidates who wish to appear for CUET (UG) – 2023 are advised to go through the required eligibility of the desired University/ Universities for selecting the options from UG Programmes being offered. The Application will be open from **09.02.2023 to 12.03.2023**.

Examination Structure for CUET (UG) - 2023:

CUET (UG) – 2023 will consist of the following 4 Sections:

- **Section IA** – 13 Languages
- **Section IB** – 20 Languages
- **Section II** – 27 Domain specific Subjects
- **Section III** – General Test

Choosing options from each Section is not mandatory. Choices should match the requirements of the desired University.

Section	Subjects/ Tests	Questions to be Attempted
Section 1A - Languages	There are 13 different languages. Any of these languages may be chosen.	40 questions to be attempted out of 50 in each language
Section 1B - Languages	There are 20 Languages. Any of these languages may be chosen.	

Section	Subjects/ Tests	Questions to be Attempted
Section 2 - Domain Specific Subject	There are 27 Domain specific subjects being offered under this section. A candidate may choose any subject as desired by the applicable University/ Organization.	35/40 Questions to be attempted out of 45/50
Section 3 - General Test	For any such undergraduate programme / programmes being offered by Universities where a General Test is being used for admission.	50 Questions to be attempted out of 60

Note:

- Examination will be conducted on multiple days in three shifts, depending on the number of Candidates and Subject choices.*
- From the above subjects / languages, the candidate can choose maximum of 10 subjects from all three Section as given below*

SECTION	Code	Name
13 Languages	101	English
	102	Hindi
	103	Assamese
	104	Bengali
	105	Gujarati
	106	Kannada
	107	Malayalam
	108	Marathi
	109	Odia
	110	Punjabi
	111	Tamil
	112	Telugu
	113	Urdu
20 Languages	201	Arabic
	202	Bodo
	203	Chinese
	204	Dogri
	205	French
	206	German
	207	Italian
	208	Japanese
	209	Kashmiri
	210	Konkani
	211	Maithili
	212	Manipuri
	213	Nepali
	214	Persian

SECTION	Code	Name
	215	Russian
	216	Santhali
	217	Sindhi
	218	Spanish
	219	Tibetan
	220	Sanskrit
27 Domain Specific Subjects	301	Accountancy/Book Keeping
	302	Agriculture
	303	Anthropology
	304	Biology/Biological Studies/Biotechnology/Biochemistry
	305	Business Studies
	306	Chemistry
	307	Environmental Studies
	308	Computer Science/Informatics Practices
	309	Economics/Business Economics
	310	Engineering Graphics
	311	Entrepreneurship
	312	Fine Arts/Visual Arts(Sculpture/Painting)/ Commercial Art
	313	Geography/ Geology
	314	History
	315	Home Science
	316	Knowledge Tradition-Practices India
	317	Legal Studies
	318	Mass Media/Mass Communication
	319	Mathematics / Applied Mathematics
	320	Performing Arts
	321	Physical Education/National Cadet Corps(NCC)/ Yoga
	322	Physics
	323	Political Science
	324	Psychology
	325	Sanskrit
	326	Sociology
	327	Teaching Aptitude
Section III (General Test)	501	For Vocational/Open Eligibility/Cross Stream/Any other as applicable

Note: Every candidate who is applying for UG programmes in MANUU should mandatorily select “Urdu” along with General Test/Domain Specific subjects as given below.

S. No.	Degree / Programme	Section IA	General / Optional Language mapped to Programmes offered in	Eligibility
1	B.A. (Hons. / Research)	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject or as a Medium in 10th/10+2 level or equivalent Madrasa courses with Urdu as medium of Instruction (Refer the list appended in the Prospectus) ii. 10+2 or Equivalent from recognized Board / Institution / Madrasa with 40% marks in aggregate
2	B.A. (Hons) Journalism and Mass Communication	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. (Refer the list appended in the Prospectus) ii. 10+2 or Equivalent from recognized Board / Institution/ Madrasa (refer to the list on university website/prospectus) with 40% marks in aggregate.
3	B.Com. Commerce	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. ii. 40% marks aggregate in Intermediate or equivalent from a recognized Board.
4	B.Sc. Physical Science (Mathematics, Physics, Chemistry)	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. (Refer the list appended in the Prospectus) ii. 10+2 or Equivalent from recognized board/institution with 40% marks in aggregate. Candidates should have studied Maths, Physics & Chemistry at 10+2 level.
5	B.Sc. Physical Science (Mathematics, Physics, Computer Science)	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. (Refer the list appended in the Prospectus) ii. 10+2 or Equivalent from recognized board/institution with 40% marks in aggregate. Candidates should have studied Maths & Physics at 10+2 level.
6	B.Sc. Life Sciences (Zoology, Botany, Chemistry)	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. (Refer the list appended in the Prospectus) ii. 10+2 or Equivalent from recognized board/institution with 40% marks in aggregate. Candidates should have studied Biology & Chemistry at 10+2.
7	B.Voc. Medical Imaging Technology (MIT)	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. (Refer the list appended in the Prospectus) ii. The candidates should have passed the two year Intermediate (10+2) with 40% marks in aggregate or equivalent with Physics, Chemistry, Biology/Mathematics or Intermediate Vocation Education in MIT or Equivalent Advanced Diploma in MIT as per NSQF guidelines.
8	B.Voc. Medical Laboratory Technology (MLT)	Urdu	General Test	<ul style="list-style-type: none"> i. Urdu as a subject/language or as a Medium in 10th/12th level or equivalent Madrasa courses with Urdu as medium of Instruction approved by MANUU. (Refer the list appended in the Prospectus) ii. The candidates should have passed the two year Intermediate (10+2) with 40% marks in aggregate or equivalent with Physics, Chemistry, Biology/Mathematics or Intermediate Vocational Education in MLT or Equivalent Advanced Diploma in MLT as per NSQF guidelines.

* Note: For allotment of seat only general test performance will be considered how ever candidates desirous of admission in manuu have to qualify in the section IA Urdu

6.0 Reservation and Relaxation Provisions

The University follows the reservation policies of the Government of India issued from time to time. The reservations are applicable to all programmes. There are two kinds of reservations (Vertical and Horizontal) adopted by the University to accommodate adequate representation of various categories of students as an inclusive policy. The applicants claiming any of these categories need to submit the valid proof of the caste/ tribe/ other reservation in the prescribed form issued by the competent authorities as per the Government of India norms at the time of admission, failing which applicant shall not be considered for admission.

6.1 Reservations for SCs/STs/OBCs /Women candidates/EWS Categories

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

Vertical Mode of Reservations:	
Schedule Caste (SC)	15%
Scheduled Tribe (ST)	7.5%
Other Backward Class (Non-Creamy Layer)	27%
Economically Weaker Sections (EWS)	10%
Horizontal Mode of Reservations: *	
Women	33%
PWD	05%

* In Horizontal reservation, the rank-based merit shall be strictly followed within the open/general pool and also reserved categories of SC /ST /OBC/EWS seats. Candidates having at least 40% physical disability can avail reservation under PWD category and need to provide medical certificate for bench-marked disability.

6.2 Weightage in Qualifying Marks, Age and Concession in Registration Fee

S.No.	Category	Reservation	Weightage in Qualifying Examinations	Relaxation in Age
1.	Women	Horizontal	5%	5 Yrs
2.	PWD		5%	5 Yrs
3.	SC/ST	Vertical	5%	5 Yrs
4.	OBC (Non-Creamy Layer)		5%	3 Yrs

6.3 Supernumerary Quota (Special/ Sponsored Category)

The University adopted the guidelines issued by the UGC/ MoE from time to time. The admissions under supernumerary quota over and above the approved intake are subject to fulfilling the eligibility conditions under respective category. The candidates for these seats will be selected on the basis of composite merit based on the weightage extended for securing highest marks among the non shortlisted candidates in the merit.

6.4 Special Category

As a part of intervention measure to nurture the national and institutional pride and also to promote talent diversity under co and extracurricular activities the supernumerary seats under special category will be considered to fulfilling the eligibility conditions.

No.	Sub-category	Number of Seats
1.	MANUU Model School students	10% of Approved intake in entry level programmes B.A/B.Com/B.Sc./BA (Hons) JMC
2.	Migrants from state of J&K	Reservation as per the GoI directives.
3.	Children of Armed Personnel (CAP), Sports, Extra Curricular Activities (ECA) quota, National Cadet Corps (NCC), National Service Scheme (NSS)	Reservation as per the GoI directives.
4.	Prime Ministers Special Scholarship Scheme (PMSS)	The applicants selected under the Prime Ministers Special Scholarship Scheme for J & K students will be admitted directly

6.5 Submission of OBC/ EWS/ PWD Certificates

Candidates are required to upload the valid OBC/ EWS/ PwD certificates in the following formats only issued on or after 1st April 2022

OBC-NCL Certificate Format

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

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

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal

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

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
(b) The authorities competent to issue Caste Certificates are indicated below:
(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar' and
(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides

OBC-NCL Certificate Format**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL
EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

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

Community which is recognized as a backward class under:

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

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

Dated: _____

District Magistrate/
Deputy Commissioner, etc.

Seal

NOTE:

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

EWS Certificate Format**Annexure-I**Government of
(Name & Address of the authority issuing the certificate)**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

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

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

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

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

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

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



PWD- Multiple Disability Certificate Format

FORM-VI

(As per RPD Act, 2016)

Certificate of Disability

(In cases of multiple disabilities)

{See Rule 18(1)}

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

Recent Passport size Attested Photograph (Showing face only) Of the Person with Disability

Certificate No.: _____

Date : _____

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

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

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	*		
10	Hard of Hearing	*		
11	Speech & Language disability			
12	Intellectual disability			
13	Specific learning disability			
14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

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

e.g. Single Eye

* e.g. Left / Right / Both Ears

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

(C) In figures : _____ percent

(D) In words : _____ percent

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

3. Reassessment of disability is:

i) not necessary,
or

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

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

Name of Document	Date of Issue	Details of Authority issuing Certificate

5. Signature and Seal of the Medical Authority

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

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

7.0 Fee Structure (in Rupees) for all Academic Programmes

7.1 1st Semester Fee for programmes at Hyderabad Campus:

Name of the Program	Fee Per semester										Caution Deposit (One time)	*Total Fees for Boys at the time of admission	*Total Fees for Girls at the time of admission	*Total Fees for PwD Students
	Admission	Tuition	Exams/Evaluation	Labs./Comp. Lab.	Library	Internet	Games & Sports	Students empowerment / Students union	Students Welfare	Total				
B.A. / B.Com. (Hons. / Research)	200	900	200	100	100	100	100	25	25	1750	200	1950	1050	1050
B.A. JMC (Hons / Research)	200	2050	300	200	100	100	100	25	25	3100	200	3300	1250	1250
B.Sc. (Hons. / Research)	200	1200	300	300	100	100	100	25	25	2350	200	2550	1350	1350

*Medical Insurance fee is mandatory for students taking admissions in programmes at Hyderabad campus. The actual premium amount will be collected separately from students admitted in Hyderabad only.

**Individual Departments will collect fees towards Industry Interface / Educational Tour / Industrial Visits.

Note:

- The University has the right to revise the fees from time to time.
- Caution deposit (s) to be paid at the time of Admission and is Reimbursable (on producing No-Dues from all the concerned) at the time of leaving the university.
- Semester fee must be paid within two weeks of commencement of Semester and with prescribed late fee till the end of fourth week, failing which admission is liable to cancellation.
- Any re-admission has to be completed within 2 weeks of commencement of classes.

7.2 EVEN Semester Fee for programmes at Hyderabad Campus:

Name of the Programme	Fee Per semester										Total fees for PwD Students
	Admission	Tuition	Exams/Evaluation	Labs./Comp. Lab.	Library	Internet	Games & Sports	Students empowerment / Students union	Students Welfare	Total Fees for Boys & Girls	
B.A. / B.Com. (Hons. / Research)	200	900	200	100	100	100	100	25	25	1750	850
B.A. JMC (Hons / Research)	200	2050	300	200	100	100	100	25	25	3100	1050
B.Sc. (Hons. / Research)	200	1200	300	300	100	100	100	25	25	2350	1050

7.3 Odd Semester Fee (other than 1st Semester) for programmes at Hyderabad Campus:

Name of the Programme	Fee Per semester										Caution Deposit (One time)	*Total Fees for Boys at the time of admission	*Total Fees for Girls at the time of admission	*Total Fees for PwD Students
	Admission	Tuition	Exams/Evaluation	Labs./Comp. Lab.	Library	Internet	Games & Sports	Students empowerment / Students union	Students Welfare	Total				
B.A. / B.Com. (Hons. / Research)	200	900	200	100	100	100	100	25	25	1750	200	1950	1950	1050
B.A. JMC (Hons / Research)	200	2050	300	200	100	100	100	25	25	3100	200	3300	3300	1250
B.Sc. (Hons. / Research)	200	1200	300	300	100	100	100	25	25	2350	200	2550	2550	1350

**Medical Insurance fee is mandatory for students taking admissions in programmes at Hyderabad campus. The actual premium amount will be collected separately from students admitted in Hyderabad only.*

Note:

- The University has the right to revise the fees from time to time.
- Caution deposit (s) to be paid at the time of Admission and is Reimbursable (on producing No-Dues from all the concerned) at the time of leaving the university.
- Semester fee must be paid within two weeks of commencement of Semester and with prescribed late fee till the end of fourth week, failing which admission is liable to cancellation.
- Any re-admission has to be completed within 2 weeks of commencement of classes.

7.4 Fee details of Bachelor of Vocation courses (in Rupees)

7.4.1 First Semester Fee Details for B.Voc Courses (in Rupees)

Name of the Programme	Fee Per semester											Caution Deposit (One time)	Total fee at the time of admission	
	Admission	Tuition	Recognition	Lab	Field study & tour fund	Skill Sector Council Assessment (one time)	Games & Sports	Placement activity fund	Students licence	Examination Fees	Special Fee (MANUU Lab & Counsellors)			Total
MIT	200	10000	100	3000	500	800	100	250	100	1500	5000	21550	200	21750
MLT	200	10000	100	3000	500	800	100	250	100	1500	5000	21550	200	21750

Note: Medical Insurance fee is mandatory for students taking admissions in programmes at Hyderabad campus. The actual premium amount will be collected separately from students admitted in Hyderabad only.

7.4.2 Even Semester Fee Details for Bachelor of Vocation Courses (in Rupees)

Name of the Programme	Fee Per semester												
	Admission	Tuition	Recognition	Lab	Field study & tour fund	Skill Sector Council Assessment (one time)	Games & Sports	Placement activity fund	Students license	Examination Fees	Special Fee (MANUU Lab & Counselors)	Total	Total fee at the time of admission for Boys & Girls
MIT	200	10000	100	3000	500	800	100	250	100	1500	5000	21550	21550
MLT	200	10000	100	3000	500	800	100	250	100	1500	5000	21550	21550

7.5 1st Semester Fee details of Satellite - Campuses/CTEs etc programmes (in Rupees)

Name of the Programme	Fee per Semester								Caution Deposit (One time)	*Total Fees for Boys at the time of admission	*Total Fees For Girl students at the time of admission	*Total Fees For PwD Students at the time of admission
	Admission Fee	Tuition Fee	Exam Fee	Labs./Comp. Lab. Fee	Library Fee	Students empowerment / Students union fee	Students Welfare Fee	Total Fee				
B.A. (Hons. / Research)	200	900	200	100	100	25	25	1550	200	1750	850	850

7.6 EVEN Semester Fee details of Satellite - Campuses/CTEs etc programmes (in Rupees)

Name of the Programme	Fee per Semester										Total fees for PwD Students
	Admission Fee	Tuition Fee	Exam Fee	Labs./Comp. Lab. Fee	Library Fee	Internet Fee	Games & Sports Fee	Students empowerment / Students union fee	Students Welfare Fee	Total Fee For Boys & Girls	
B.A. (Hons. / Research)	200	900	200	100	100	-	-	25	25	1550	650

7.7 Odd Semester Fee (Other than 1st semester) Satellite - Campuses/CTEs etc programmes (in Rupees)

Name of the Programme	Fee per Semester							Caution Deposit (One time)	*Total Fees for Boys at the time of admission	*Total Fees For Girl students at the time of admission	*Total Fees For PwD Students at the time of admission	
	Admission Fee	Tuition Fee	Exam Fee	Labs./Comp. Lab. Fee	Library Fee	Students empowerment / Students union fee	Students Welfare Fee					Total Fee
B.A. (Hons. / Research)	200	900	200	100	100	25	25	1550	200	1750	1750	850

7.8 ODD Semester Fee for Foreign Students (in US \$)

Name of the Programme	Per Semester					Medical Insurance Fee (Per Year) \$	Caution Deposit (One time) \$	Total at the time of admission \$
	Admission Fee \$	Tuition Fee \$	Exam Fee \$	Special Fee \$	Total Fee \$			
UG programmes	50	300	50	100	500	50	50	600

Sponsored and special category (NRI/PIO/CIWG) fee structure will be displayed separately on University website.

7.9 EVEN Semester Fee for foreign students (in US \$)

Name of the Programme	Per Semester				
	Admission Fee \$	Tuition Fee \$	Exam Fee \$	Special Fee \$	Total Fee \$
UG programmes	50	300	50	100	500

7.10 Mode of Fee Payment

1. MANUU accepts fees through Online Mode only i.e. (Net Banking, Credit Cards & Debit Cards).
2. All fees are payable in a single installment at the time of admission on or before the notified date.
3. Dollars in the form of currency note/ cheque are not acceptable. Fee may be deposited in INR equivalent to US \$ through online mode only
4. The fee of an admitted student of First Semester shall be adjusted, on being admitted to another programme of MANUU, if the fee and the fee structures of the two programmes are same. However, if the fee and the fee structures of the two programmes differ, the students shall pay full fee for the new programme by the prescribed date. In such a case, the full fee of old programme shall be refunded as per the University's prescribed procedure.

8.0 Examination / Promotion / Reforms and Automation

The University is striving hard to bring the Examination Reforms by means of improving Examination procedures, integrating tools of Information Technology (IT) and by incorporating continuous Internal Evaluation Component with higher weightings. The University has a well established and efficient Examination Management System, a module of University ERP 'Integrated University Management System' (iUIMS) which has been developed in-house by CIT, MANUU. The system is very simple and generic and serves as an effective model that can be replicated by any educational Institution.

The IUMS is configured as a private-cloud environment. It is backed by a centralized database, a digital depository of data for various activities of the University. The system is delivered as a desktop application within the enterprises wide network using 'Application Virtualization Host' as well as a Web Application hosted on local cloud server (<https://manucoe.in/>). Student Life Cycle Module along with the result processing modules covers all student related activities from Online Admission processing to result publication process and ends in printing of degrees. All services are available to all stake holders of the University viz students, teachers and administration at their finger tips. It renders services related to all phases of curricular and non curricular activities of students at the University.

8.1 Attendance

- In order to appear in Semester End Examination, the student must have passed in all Continuous Internal Evaluation (CIE) /Internal Assessment/practical/viva-voce as case may be and fulfill minimum consolidated attendance norm of 75%. The attendance norms shall be further subject to additional requirements of professional and technical programmes. For example in teacher education programmes the minimum consolidated attendance requirement is that of 80%. Further in the case of teaching practice/field work in teacher education (like B Ed and M Ed) and Master of Social Work programmes respectively the students must also fulfill the minimum attendance requirement of 90%. The students failing to secure the minimum attendance in practical work of these programmes shall not be allowed to appear for the semester end exams and they shall be required to repeat the semester.
- A relaxation of not more than 10% of the attendance shall be extended on valid medical ground on the production of medical certificate subject to acceptance by HoD/Principal and approval by Dean of school concerned. Further only those medical certificates shall be considered for which HoD was informed during the illness or those that are subjected within two weeks of the said illness. A student deputed by the University to take part in any co-curricular or extra-curricular or sports or like may be given an additional concession of not more than 5% of attendance.

8.2 Evaluation

Course Assessment: It consists of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) as the major evaluations prescribed for each Course.

The CIE and SEE to carry 30% and 70% weightage for each theory Course e.g. 100 marks (30+70) or 50 Marks (15+35) or like irrespective of its Credits. The absence from these evaluations or seminar presentations or late submissions of assignments or attendance, shall result in loss of marks.

Continuous Internal Evaluation (CIE): Only those students maintaining a minimum standard in CIE (passing marks) are permitted to appear in SEE of the Course. Thus a student failing in the CIE/internal assessment and practical of any course/paper shall not be allowed to appear in SEE/semester end examinations of that course/paper and she/he has to repeat both CIE/practical & SEE in the concerned odd/even semester.

The Award of Continuous Internal Evaluation i.e. internal assessment marks in each semester shall be as follows:

Theory			Practical		MOOCs		Co & Extra Curricular	
Class Test	15	7.5	Practical Test	10	Assignment	25	Activity Report	25
Assignments/Quiz/Seminar	10	5	Comprehensive Evaluation	15	Presentation /Seminar	20	Presentation /Seminar	20
Attendance	5	2.5	Attendance	5	Attendance	5	Attendance	5
Total (CIE)	30	15	Total (CIE)	30	Total (CIE)	50	Total (CIE)	50

The marks division for attendance as a component of CIE for all programmes:

All Programmes under CBCS except teacher education				Teacher education programmes under CBCS			
S.No	% Attendance	MM=5 [CIE=30]	MM=2.5 [CIE=15]	S.No	% Attendance	MM=5 [CIE=30]	MM=2.5 [CIE=15]
1	≥ 95	5	2.5	1	≥ 95	5	2.5
2	≥ 90 to 94.99	4	2.0	2	≥ 90 to 94.99	4	2.0
3	≥ 85 to 89.99	3	1.5	3	≥ 85 to 89.99	3	1.5
4	≥ 80 to 84.99	2	1.0	4	≥ 80 to 84.99	2	1.0
5	≥ 75 to 79.99	1	0.5	5	≥ 75 to 79.99	0	0.0
6	Less than 75	0	0.0	6	Less than 75	0	0.0

- Semester End Examination (SEE): It shall be conducted at the Department/School level and cover the entire Course Syllabi. In order to have holistic assessment of students in SEE, MANUU has developed Model Question Paper for all programmes of study. Model Question Paper is structured into three parts to ensure whole syllabus coverage and examine the factual, descriptive and analytical understanding of students for each course of study.
- At the end of the Semester, the University Examination shall be held as prescribed in the respective schemes of examination i.e. Date Sheet/Time Table. The University shall conduct odd and even semester examinations as per the Academic Calendar. The students appearing for backlog/improvement shall have to appear in the concerned odd/even semester examinations. There shall be no supplementary examinations.
- Only as an exception the student in the final semester of any programme shall get a chance to register for the backlog papers of immediately preceding odd semester. For example in a two years programme, the students of semester IV shall be given a chance to clear the backlog papers of semester III along with the Semester IV examinations.
- A student shall be deemed to have fully passed the semester end examinations of any semester, if he / she secure not less than the minimum marks as prescribed below.

Qualifying Marks for Semester End Examinations		Qualifying Marks for Continuous Internal Evaluation	
Each Semester	Minimum Marks	Each Semester	Minimum Marks
Each Theory Subject	40%	Each Theory Subject	40%
Each Practical Subject	50%	Each Practical Subject	50%

- In case of Ph.D course work, the minimum passing percentage for CIE/SEE is 55%.
- If a student fails to secure the minimum marks in any subjects/course/paper of odd and even semester examinations then he shall appear only in the failed subjects/courses (backlog courses/papers) in the concerned odd/even semester.

8.3 Rules for Promotion

- The promotion from odd semester to even semester shall be automatic except for those detained due to shortage of attendance.
- The student shall be permitted to move from even semester to odd semester i.e. to the next year, if he/she maintains a minimum CGPA of 5.0 at the end of the even semesters in case of CBCS based programmes or must have passed at least 50% of the total courses/papers at the end of the even semesters in case of non CBCS programmes. Otherwise, the student shall remain in the same year as Ex-students till he/she maintains the minimum required CGPA of 5.0 or clears the required number of courses/papers.
- A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she shall be required to re-register as a Regular student and repeat all courses of the said semester with the next batch of students.
- A student in the Semester I of any programme who is detained due to shortage of attendance shall be allowed to register as re-admitted candidate in the next year of the same semester provided she/he secure a minimum of 40% attendance.
- The Semester I students with less than 40% attendance in the semester shall be detained and the candidate's admission stands cancelled. If they are interested to pursue the programme, they have to apply afresh as new/fresh candidate and compete in the admission process as per the notification.
- A student who fails in theory or practical examination of a course shall have to re-appear both in theory and practical exam of the same course.
- A student who fails in CIE/internal assessment of a paper/course shall not be permitted to appear in the semester end examination of the said course/paper. She/he has to appear and pass both the internal assessment and semester end exam of that course in the following odd/even semester as offered.
- A student who could not appear in exams with prior notice after registering for regular examinations on payment of examination fee may be permitted to re-register for the next concerned semester examination without fee.

8.4 Examination Reforms and Automation

As an examination reform and to incorporate objectivity, transparency and fairness, the University has adopted showing of Answer Script of each SEE before publication of results. Showing answer script with the students brings more transparency in evaluation system and builds confidence in teacher-taught relationship. By providing opportunity to the students to see their answer booklets after the evaluation, discuss their answers with the teachers, and if they commit any mistakes, know about them and find out the ways to fix and rectify them from their teachers, strengthens and improves the teaching learning process in general and quality of evaluations in particular. This course of action minimizes the grievances received from the students.

Various Initiatives Adopted / Proposed as a Reform, that have made a positive impact on examination system using IT tools such as Online Registrations for Examination, fee payment gateway, attendance Management, uploading CIE and SEE awards online by respective Faculty members with their login credentials, quick result processing, Conduct of special Examination for outgoing students, verification of documents, Cost effective and Paperless as a Green Initiatives.

8.5 Continuous Internal Evaluation (CIE)

Only those students maintaining a minimum standard in CIE (passing marks) are permitted to appear in SEE of the Course. Thus a student failing in the CIE/internal assessment and practical of any course/paper shall not be allowed to appear in SEE/semester end examinations of that course/paper and she/he has to repeat both CIE/practical & SEE in the concerned odd/even semester.

The Award of CIE i.e. internal assessment marks in each semester shall be as follows:

Theory			Practical		Co & Extra Curricular	
Class Test	25	10	Practical Test	30	Activity Report	35
Assignments/ Quiz / Seminar	10	4	Comprehensive Evaluation Viva Voce	15 10	Presentation /Seminar	12.5
Attendance	5	2	Attendance	5	Attendance	2.5
Total (CIE)	40	16	Total (CIE)	60	Total (CIE)	50

9.0 Admission 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 UG, PG and Research Programmes offered through merit, entrance and interview modes respectively. No separate notification will be issued.
- Foreign Nationals are required to fulfill the minimum eligibility criteria (except Urdu) 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.
- The Admission Committee, that grants admission to Indian candidates, shall also grant admission to Foreign Nationals on the recommendation of the Directorate of Admissions.
- If the foreign national is selected for any programme, he/she shall be required to pass a certificate programme in Urdu before completion of the programme, they shall require to provide such an undertaking.
- 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.

9.1 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.
 - f. Any other document as prescribed by FRO
- **Documents to be Submitted along with Application Form for admissions:**
 - 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/Center/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 in 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.



Directorate of Admissions

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