



प्रवेशनिदेशालय/Directorate of Admissions

Date: 15th July, 2024

Procedure for Conduct of Online Counselling of PG Diploma in Teaching English

1. The selected candidates will have to upload the following certificates from 10 am of 15th July, 2024 to 5pm of 23rd July, 2024 through their login credentials on the Admission portal.

<https://manucoe.in/regularadmission/>

- *Proof of Urdu as a language/subject/medium at 10th/12th /Graduation or equivalent from Madarasa Board.
- *Marks sheet of 10th/SSC/equivalent Board Examination.
- Marks sheet of 12th Board Examination.
- *Marks sheet of qualifying examination Graduation.
- Transfer certificate (from the Institution last studied).
- Migration certificate (from the Institution last studied).
- *Valid Category certificates SC/ST/OBC/EWS (format prescribed by Government of India) if applicable.
- *Valid Special category certificate (Kashmiri migrant / PWD / Children of Armed Personnel / Sports / NCC / NSS) if applicable.
- Bonafide / Character certificate (from the institution last studied).

Note: * Mandatory as relevant.

2. While uploading the certificates, selected candidates are required to update their mobile phone number and email through which they could be contacted.
3. **The Certificate verification will be taken up by concerned Departments. The candidates are required to be alert and available to respond for any clarification sought by the Department Verification team from 10am to 5:30pm on 24th July 2024.**
4. In case of non mandatory certificates time would be given for submission till 10th August, 2024.
5. If your certificates are in order and the verification team approves your provisional admission, then you will receive an SMS or email to proceed for fee payment.
6. **To complete the admission process, again login to your admission portal and pay the required admission fee. The last date of fee payment is 26th July, 2024.**
7. In case the verification team finds that candidate is not eligible he/she will receive an SMS or email indicating which certificate is not proper or which certificates were not uploaded.
8. In case any candidate finds difficulty in uploading of certificates for assistance he/she may send an email to admissionsregular@manuu.edu.in.
9. For further admission related updates please join and check WhatsApp channel <https://whatsapp.com/channel/0029Va55YVu5vKA4ldmPOB3f>.

Note: The admission for supernumerary quota under NCC, NSS, ECA, Sports Quota, Children/Widows/ Wards of the eligible Armed Forces Personnel will be taken up in the 2nd phase.

First List of Provisionally Selected Candidates for Admission into PG Diploma in Teaching English (Regular Mode) 2024-25						
S.No	Application No	NAME	Gender	Rank	Category	Allotted Category
1	M240004507	UZMA FARHAT	Female	1	General	Gen Women
2	M240001397	NAZM US SAQIB	Male	2	General	General

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Teaching English (Regular Mode) 2024-25**

S.No	Application No	NAME	Gender	Rank	Category	Allotted Category
3	M240012976	NASIMA PARVIN	Female	3	General	Gen Women
4	M240007342	CHANDAM BHAVANI KUMAR	Male	4	SC	General

निदेशक / Director,
प्रवेशनिदेशालय/Directorate of Admissions

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