



MANUU/DOA/F. No.03/2020-21/873

25<sup>th</sup> November, 2020

**Notice**

Sub: 3<sup>rd</sup> Phase schedule for conduct of online counselling of Merit based programs 2020-21.  
Ref: Approval of the Incharge Vice-Chancellor's dated: 25/11/2020.

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**3<sup>rd</sup> phase of Admission Schedule for Merit Based Programmes**

MERIT based programs	Opening of Portal for update of Marks	Release of 3 <sup>rd</sup> List	Certificate Upload by the student - Online	Counselling-Online verification of Certificates	Fee Payment
UG & PG	27 <sup>th</sup> to 29 <sup>th</sup> Nov 2020	30 <sup>th</sup> Nov 2020	01 <sup>st</sup> to 2 <sup>nd</sup> Dec 2020	03 <sup>rd</sup> Dec 2020	04 <sup>th</sup> – 05 <sup>th</sup> Dec 2020

**Procedure for Conduct of Online Counselling of Merit based programs**

- All candidates who have applied earlier and failed to update their qualifying examination marks and are interested to take admission can update their marks by login to their application using User Id/Password on **27<sup>th</sup> to 29<sup>th</sup> November, 2020**.
- All candidates who have applied earlier and are interested to take admission can upload the following certificates on **01<sup>st</sup> to 02<sup>nd</sup> December, 2020** through their application ID credentials on the Admission portal:
  - \*Proof of Urdu as a language/subject/medium at 10<sup>th</sup>/12<sup>th</sup> /Graduation or equivalent from Madarasa courses with Urdu as medium of instruction and recognized by MANUU.
  - \*Marks sheet of 10<sup>th</sup>/SSC/equivalent Board Examination.
  - Marks Sheet of qualifying examination.
  - 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).
  - Bonafide/Character certificate (from the institution last studied).

Note: \* Mandatory as relevant.
- While uploading the certificates, selected candidates are required to update their mobile phone and email through which they could be contacted.
- On the scheduled date of Certificate verification the HoD of the Department along with a Verification team, constituted by HoD, would access the student's data and verify the uploaded certificates. The team would approve the candidates eligible for provisional admission and in case of any clarification required would contact the student to do so with the telephone number provided in Admission portal.

5. On the day of Certificate verification (**03<sup>rd</sup> December, 2020**) candidates are required to be alert and available to respond for any clarification sought by the Department Verification team.
6. If the verification officer finds all the certificates in order an SMS/e-Mail will be sent to the candidate to pay the required fees through their application login ID.
7. The last Date for fee Payment is **05<sup>th</sup> December, 2020**.
8. In case of non mandatory certificates time would be given for submission till 10<sup>th</sup> December, 2020.
9. In case any candidate finds difficulty in uploading of certificates he/she may send an email to [admissionsregular@manuu.edu.in](mailto:admissionsregular@manuu.edu.in). and [dir.cit@manuu.edu.in](mailto:dir.cit@manuu.edu.in) with scanned copies of all required documents for upload.

MANUU extends good wishes to all prospective student applicants and hopes everyone is following the prescribed COVID-19 guidelines. Stay at Home Stay Safe.

*S. K. Singh*  
25/11/2020  
Registrar I/c

*R*  
25/11/2020

**Copy to:**

1. Office of Vice Chancellor/ Registrar
2. Director, CIT for uploading on website
3. All the HoDs