

Prof. Mohd. Razaullah Khan
Professor-cum-Director

Admission Procedure

Admissions to all Programmes shall be made through Online Mode only. The admission portal can be accessed at <https://manuuadmission.samarth.edu.in> Online applications must be submitted from 08th March, 2022 to 31st March, 2022. Following steps are to be followed for submitting the Admission Form

- I. Register yourself at <https://manuuadmission.samarth.edu.in> using your Email ID and mobile number.
- II. An OTP will be sent to your Email ID. Please enter OTP in the required field and complete registration.
- III. Login into the admission Portal at <https://manuuadmission.samarth.edu.in>
- IV. Enter personal details as per the format given in the form and upload required documents. (Enter personal details carefully as they cannot be edited later)
- V. Select your programme and chose LSC.
- VI. Fill in the required academic details.
- VII. Pay the required fee (Registration Fee is Rs. 300/- + Programme Fee).

Documents to be kept ready

- I. Scanned copy of passport size photograph and signature.
- II. Scanned copy of the proof of date of birth.
- III. Scanned copy of Aadhaar/ Government ID
- IV. Scanned copy of category certificate if any
- V. Scanned copy of Proof of Studying Urdu Language as a Medium of instruction or as a subject, wherever applicable.
- VI. Scanned copy of proof of passing the qualifying examination.


Director



Details of Eligibility and Duration of Programmes

Postgraduate Programme (PG)

S. No.	Programme	Eligibility Criteria	Minimum Duration	Maximum Duration	Medium of Instruction
2	M.A. (Urdu)	I. Candidate must have a recognized Bachelor Degree of 3 years duration or Equivalent. II. Candidate must have studied through Urdu medium or Urdu as a subject at 10 th Level or above.	4 semesters (2-Years) *	4-years	Urdu

Undergraduate Programme (UG)

S. No.	Programme	Eligibility Criteria	Minimum Duration	Maximum Duration	Medium of Instruction
1	B.Com.	I. Pass in Intermediate (10+2) II. Candidate must have studied through Urdu medium or Urdu as a subject at 10 th Level or above	6-Semesters (3 Years)	6 Years	Urdu

Diploma and Certificate Courses

S. No.	Courses	Eligibility Criteria	Minimum Duration	Maximum Duration	Medium of Instruction
1	Diploma in Teach English	I. Candidate must have a recognized Bachelor Degree of 3 years duration or Equivalent.	2 Semesters	2-years	English

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2	Diploma in Journalism & Mass Communication	I. Pass in Intermediate (10+2) or Equivalent. I. Candidate must have studied through Urdu medium or Urdu as a subject at 10 th Level or above	2 Semesters	2 Years	Urdu
3	Certificate Course in Functional English	I. Pass in Class 10 th from any recognized board or Equivalent.	1 Semester	2-years	English
4	Certificate Course in Proficiency in Urdu through English	I. Pass in Class 10 th from any recognized board or Equivalent.	1 Semester	2-years	English-Urdu


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Fee Structure of Programmes:

Programme	Registration Fee (One time, Non-refundable)	Admission Fee (One time, Non-refundable)	Programme Fee for SC/ST/PWD/EWS/ Woman/ Transgender (Annual)	Programme fee for Other Students (Annual)	Examination Fee (Annual)	Development Fee/ Corpus Fund (Annual)	Total Fee for SC/ST/PWD/EWS/ woman / Transgender Students (Annual)	Total Fee for Other Students (Annual)
Rupees								
1.1 Post Graduate Programme								
M.A. (Urdu)	I Year	300	300	3000	5000	1000	200	6800
	II Year	-	3000	5000	1000	200	4200	6200
1.2 Undergraduate Programme								
B.Com	I Year	300	300	2100	3500	1000	200	5300
	II Year	-	2100	3500	1000	200	3300	4700
	III Year	-	2100	3500	1000	200	3300	4700
1.3 Diploma & Certificate Courses								
Diploma in Teach English	300	300	2000	3000	1000	200	3800	4800
Diploma in Journalism & Mass Communication	300	300	2000	3000	1000	200	3800	4800
Certificate Course in Functional English	300	300	1200	2000	500	200	2500	3300
Certificate Course in Proficiency in Urdu through English	300	300	1200	2000	500	200	2500	3300



Line Numbers for Admission January, 2022 Session

Student Support Services Unit (SSSU) Mail ID : ssu.dde@manuu.edu.in

Student Support Services Unit (SSSU): 04023008463, 040-23120600 (Ext: 2207 & 2208) and Toll Free No.18004252958

If any student cannot reach the above contact details they may contact to the following:

S.No	Name & Designation	Contact No/Mobile No.
1.	Prof. S. Rabbe Subhani, Coordinator SSSU	7793944799
2.	Dr. Shafiq Ahmed ARD,	7285983014
3.	Mr. Md. Shahnawaz Haidar, Section Officer SSSU	9891717026
4.	Mr. Mohd Waseem Khan, LDC SSSU	9440374087
Technical Support:		
1.	Mr. Shawnavaz Ali Qureshi, Computer Programmer-CIT	9989332753
2.	Mr. Naveed Anjum, Senior Technical Assistant -CIT	9948959542


Director 18/3/22