

CDOE, MANUU

Step by Step User Guide

Admission Procedure for distance programmes



2024-25

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Concept, Design, Development
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in consultation with **Samarth eGOV**

Center for Distance and Online Education (CDOE)



1. Go to https://manuuadmission.samarth.edu.in

Important Instructions

- 1. Name and other details entered by the applicant need to be the same as in the **Class X Board Marksheet**
- 2. Applicant can log in to the admission portal through their **registered email address, only.**
- 3. Applicant must use his own **active** email address.
- 4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
- 5. Applicants are encouraged to use latest version of **Google Chrome** web browser for filling the application form.

Registration for Admission to DU UG Programmes

Applicant's Full Name (As per Matriculation or Equivalent) *

Applicant's Email (Please use your own email as this will be your **USERNAME** and will be used for all official communication) *

Re-Enter Applicant's Email Address *

Password (Minimum 6 characters) *

Re-Enter Password *

Mobile Number *

Re-Enter Mobile Number *

Captcha Verification (Type the text shown in the image)

2. Download the prospectus for reference

Applicant's Name

Applicant's Email Address !
Applicant's Email cannot be blank.

Confirm Email Address !
Re-Enter Applicant's Email Address cannot be blank.

Password !
Password cannot be blank.

Confirm Password

Mobile Number

Mobile Number

3. Use your own active email id and mobile number

4. After verification with OTP registration completes



1. Go to <https://manuuadmission.samarth.edu.in>

Welcome to MANUU Distance Education Centre

NEW REGISTRATION

2. Use Register Email id and password for sign in/login everytime you want to access your dashboard

General Instructions

1. Additional Instructions

(Helpline Timing - 10:00 A.M. to - 05:00 P.M. Monday to Friday)

Registered User Login

Registered Email *

Enter Registered Email

Enter Registered Email ID cannot be blank.

Password *

Password

Password cannot be blank.

Captcha Verification

hWamv Type the text

Click on the text to change

Login

- [Forgot Password?](#) Click to Reset your Password
- [Resend Account Verification Code](#)



“Personal Details”

Profile Detail 1

Other Details 2

Upload 3

Personal Details

Name [as per Matriculation or Equivalent] *

Seraj

Applicant's Gender *

Male

Applicant's Date of Birth *

Day * 1 Month * 1 Year * 2000

Age as on Jul 1, 2024 *

24 Years 6 Month 0 Days

Category *

General

Applicant's Email *

Alternate Email

[Redacted]

[Redacted]

Mobile Number *

Alternate Mobile Number (Parent's/Guardian's)

[Redacted]

[Redacted]

Blood Group

Select

Are you citizen of India ? *

Yes

Religion *

Islam

ID Proof (Govt. approved Identity Proof with address details) *

Other

ID Proof No *

reyy89945775

Star marked (*) are compulsory, other details can also be filled. Ensure correctness as after finalisation of profile it can not be changed.

Family Details

Mother's Name *

Seraj Mother

Mother's Occupation

Not Applicable

Mother's Qualification

Post Graduation

Mother's Annual Income

Nil

Father's Name *

Seraj Father

Father's Occupation

Select

Father's Qualification

Post Graduation

Father's Annual Income

Select

Emergency Contact Number

[Redacted]

Father/Guardian Annual Income

Select



Profile Creation Other Details

Profile Detail **1**

Other Detail **2**

Upload **3**

Other Details

Academic Bank of Credits (ABC-ID) [*To create abc id [Click Here](#)*] *

Distance Education Bureau (DEB-ID) [*To create deb id [Click Here](#)*] *

Do you belong Urban/Rural/Tribal Area? *

Are you employed? *

ABC ID and DEB ID are a must. In case if you do not have “click here” to create your IDs

Profile

Save and Next



is a unique ID that is to be mandatorily created by the learner who wishes to get admission in **Open and Distance Learning/Online Programme**. The purpose of the DEB-ID is to ensure that learners are taking admission in Open and Distance Learning/Online programmes of the Higher Educational Institutes (HEIs) which are recognized by the Commission. Learners can create an **ABC ID** through their Digilocker account.

Instructions to be followed (other than this) must be looked here https://deb.ugc.ac.in/Uploads/Notices_Upload/UGC_20240319151157_1.pdf

2. Take help for creating ABC ID in case of requirement

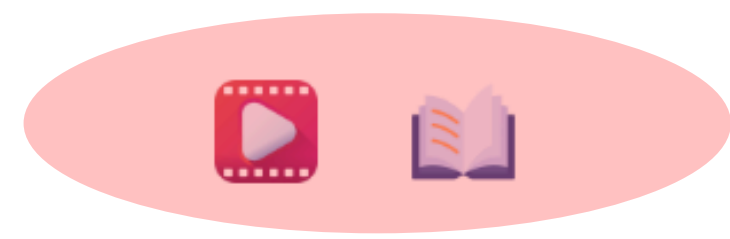
Get Your DEB ID

Enter ABC ID:

Enter

I don't have ABC ID / How to Create ABC ID?

Students can create an ABC ID through their Digilocker account.



How to Create DEB ID?

Learners can create a DEB ID by registering themselves on the DEB portal link: <https://deb.ugc.ac.in> by using their ABC ID.



1. Enter your ABC ID and confirm your DoB & Gender for creating your DEB ID



Step

1

Create ABC ID (Digilocker account)

Step

2

Visit DEB website and get DEB ID (using ABC ID)

Step

3

Get admission in university for Open and Distance Learning and online learning

3. Check for help & video here, if any



Profile Creation Upload Images

Profile Detail 1

Other Detail 2

Upload 3

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature –

Digital Photo and Signature are required in .jpg or .jpeg image format.
File size of digital photo must be within 10kb to 1MB limit.
Document/Certificate/Marksheet related size of digital photo must be within 10kb to 1MB limit.

1. Read the instructions for uploading images

2. Select each of the image file and upload before submitting profile

Photo <i>Accepted formats .jpeg .jpg</i>	Select file	👁	Delete
Signature <i>Accepted formats .jpeg .jpg</i>	Select file	👁	Delete
DOB (Date of Birth) Certificate <i>Accepted formats .jpeg .jpg .pdf</i>	Select file	👁	Delete
ID Proof Document <i>Accepted formats .jpeg .jpg .pdf</i>	Select file	👁	Delete

Previous

Submit Profile



“BA Programme Selection”

Programme Selection 1	Personal Details 2	Academic Details 3	NET/Equivalent Details 4	Other Details 5	Uploads 6	Preview 7	Payments 8
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Update Details for Bachelor of Arts (BA)

LSC Centre *

Modern Indian Language*

Choose one course from Literature Group and one course from Social Science Group, or two courses from Social Science Group. Choosing two Language Group courses is not allowed.

Select one course from Literature Group

Select one course from Social Science Group

Home Next

1. Select LSC under your RC/SRC. You can also search in the box

2. You can select MIL - Urdu or Hindi

3. You can select one from literature group (Urdu, Hindi, Arabic, English) or keep it blank

4. Select One Social Science Group if you have selected a literature subject or select two

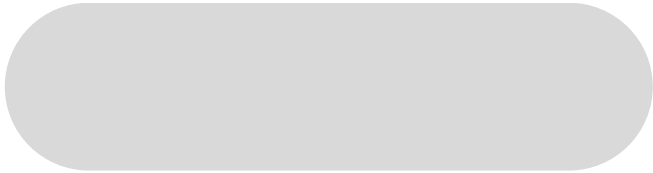
Note: 1. for other programmes you have to select only LSCs.
2. For B.Sc. you can opt any LSC from list of 28 LSCs



Your transaction has been updated using previous successful transaction.

Basic Details

Email ID
Mobile Number
Need any help ?



Contact Helpdesk

Profile Detail

It includes all the personal details including the category, place of birth details, family details, address details, etc.

View Link DEB ID

1. Link your DEB ID before applying for programme

Programme Selection

Apply in Programme

Note: If the any of the application is half-filled then it will not appear in download when you apply in programmme

Applied Programmes

Form Number	Programme	Action	Admission Action
Not Yet Generated	Master of Arts (Islamic Studies)	Update/Complete the form	



Bachelor of Arts (BA)

Programme Selection 1

Personal Details 2

Academic Details 3

Other Details 4

Work Experience 5

Uploads 6

Preview 7

Payments 8

Select Applicable Eligibility Criteria (Read Information Bulletin for Eligibility Criteria)

Applicable Eligibility Criteria*

Pass in Intermediate (10+2) or Equivalent. Candidate must have studied through Urdu medium or Urdu as a subject/language at 10th level or above or equivalent Madrasa course approved by MANUU with Urdu as medium of instruction

1. Check eligibility Qualifications for the programme

Do you have knowledge of Urdu?

Do you have knowledge of Urdu? *

Yes * No *

2. For most of the programmes Urdu is a must (Check appropriately)

Madarsa/Any Other Board

Have you studied under Madarsa Board (Granted Equivalence)? *

Yes

3. For most of the programmes Urdu is a must (Check appropriately) - Upload required

Qualification Details - Madarsa Board

Year of Passing	2020
Name of the State	Select
Name of Madrasa	Chhattisgarh, Madarsa Board, Old PHQ Premise Near Raj, Bhawqan, Raipur
Name of the Course	Higher Secondary
Result Status	Passed

4. Fill Academic Credentials (as applicable)



Bachelor of Arts (BA)

Programme Selection 1

Personal Details 2

Academic Details 3

Other Details 4

Work Experience 5

Uploads 6

Preview 7

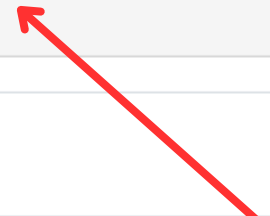
Payments 8

Instruction for Uploading Image/Photo of Document, Certificate, Marksheet and Signature –

Digital Photo and Signature are required in .jpg or .jpeg image format.

File size of digital photo must be within 10kb to 1MB limit.

Document/Certificate/Marksheet related size of digital photo must be within 10kb to 1MB limit.



Documents required at programme stage to be uploaded here. Follow size and type instructions

Photo <i>Accepted formats .jpeg .jpg .pdf</i>								
Signature <i>Accepted formats .jpeg .jpg .pdf</i>								
DOB (Date of Birth) Certificate <i>Accepted formats .jpeg .jpg .pdf</i>								
ID Proof Document <i>Accepted formats .jpeg .jpg .pdf</i>								
Madarsa Certificate Upload <i>Accepted formats .jpeg .jpg .pdf</i>		<input type="button" value="Select file"/>						<input type="button" value="Delete"/>
Supporting Documents/Certificate for knowledge of Urdu <i>Accepted formats .jpeg .jpg .pdf</i>		<input type="button" value="Select file"/>						<input type="button" value="Delete"/>

Previous

Preview



Bachelor of Arts (BA)

Programme Selection 1

Personal Details 2

Academic Details 3

Other Details 4

Work Experience 5

Uploads 6

Preview 7

Payments 8

Verify Details

Name	Seraj
Gender	Male
Category	General
PwD Category	Not Applicable
Other Category	
Programme	Bachelor of Arts (BA)
Amount To be Paid	1

VERIFY THE DETAILS BY CLICKING ON THE CHECKBOXES

- My Name is SERAJ as per the Xth Marksheet/Certificate.
- My Date of Birth is 1-January-2000 as per the Xth Marksheet/Certificate.
- My Category is General. Category changes claims will not be entertained in future
- My Gender is Male.
- My Mother name is Seraj Mother.
- Father's / Guardian's Name Seraj Father.
- My address for correspondence is correct, which is Manuu,Hyderabad,Hyderabad,Telangana -500032, India
- I have rechecked all the information in the application form and upload fields.
- I have read all the guidelines and other related information about the admission.

Verify details by checking in the box

Home (Pay Later)

Payment Gateway GATEWAY - I

Prof. Syed Ainul Hasan, Vice Chancellor, MANUU, Hyderabad
Prof. Sk. Ishtiaque Ahmed, Registrar, MANUU, Hyderabad
Prof. Razaullah Khan, Director, CDOE, MANUU, Hyderabad



Technical Support Unit

Prof. Mushtaq Ahmed I Patel, Head, TSU	Dr. Shams Imran, Member-Convener, TSU
Dr. Sayyad Aman Ubed, Member, TSU	Dr. Arfath Ahmed, Member, TSU
Mr. Imran Aslam, Member, TSU	Mr. Md. Shakeel Ahmad, Member, TSU
Mr. Mohd Abdul Naseer, Member, TSU	Mr. Md. Shahnawaz Haider, Member, TSU
Mr. Shaik Ismail, Member, AAU	Mr. Seraj Khan, Member, TSU

Student Support Service Unit

Prof. Rabbe Subhani, Coordinator, SSSU
Mr. Mohd Waseem Khan, Member, SSSU
Mr. Mohd Imran, Member, SSSU
Mr. Md. Shahnawaz Haider, Member-Convener, SSSU

Technical Support by
Samarth eGOV