

## Centre for Distance & Online Education दूरस्थ एवं ऑनलाइन शिक्षा केंद्र

MANUU/CDOE/ODDE/2025/307/

# NOTIFICATION/ अधिसूचना

Date: 28/04/2025

Subject: Opening of Fee Portal for Re-Admission (Previously Known as Re-Registration)
& Improvement of Papers as per University Rules – Reg.

All the concerned students, Regional Centres, Sub Regional Centres and Coordinators of the LSCs are hereby informed that the **fee payment portal for Re-Admission** (formerly referred to as Re-Registration) and for the **Improvement of Papers** will be opened from 28.04.2025 to 08.05.2025, as per the existing rules and guidelines of the University.

Students who are eligible and wish to apply for either of the above categories are requested to log in to the university portal and complete the necessary procedures within the stipulated timeline.

## 1. Re-admission:

Following batch students are eligible to take Re-admission for the upcoming exams of CDOE:

Sl No	Programme	Maximum	Duration	to		0	for
	(6)	_	the progran	nme	Re-admi	ssion	
	F	without Re-admission					
1	B.A/B Sc/ B Com (UG)	6 Years			2016 to 2	2018	
2.	All PGs	4 Years			2018 to 2	2020	4
3.	All Diploma	2 Years			2021 & 2	2022	
4.	Certificate	2 Years			2021 & 2	2022	



The detailed policy related to Re-admission is available at sl no 4.4 of the Prospectus 2024-25, available of the DDE website.

The relevant paras of the Re-admission policy have been given below:

- i) Re-Admission shall be granted for a period of three years for UG programmes (excluding B.Ed) and two years for B.Ed, PG & Diploma programmes after completion of the maximum duration.
- ii) Fee for Re-Admission (previously known as Re-registration) and SLM Component:

SN	Criterion	Re-Admission fee	SLM Component
1.	For those students who have not paid the re-registration (into 2 <sup>nd</sup> /3 <sup>rd</sup> both 2 <sup>nd</sup> & 3 <sup>rd</sup> yr) fee previously.	current year fee (as applicable - 2 <sup>nd</sup> /3 <sup>rd</sup> /both 2 <sup>nd</sup> & 3 <sup>rd</sup> ) +	Students may buy the SLM from the University counter at Headquarters after payment of SLM cost subject to availability
2.	who have paid the	25% of the current year fee as fee amount for Re-Admission + Prescribed Exam fee year wise/course wise as per current exam fee.	Students may buy the SLM from the University counter

### 2. Improvement:

For improvement Exams, eligible students have to pay the fee as per following details:

Sl No	Particulars	Amount in Rs per	
		paper	
1.	Improvement fee per paper for UG Programmes	500/-	

Gachibowli, Hydearabad-500032, T.G., India

Ph: 040-23008314, Website: https://manuu.edu.in/dde/: E-mail: dir.dde@manuu.edu.in



# मौलाना आज़ाद नेशनल उर्दु यूनिवर्सिटी MAULANA AZAD NATIONAL URDU UNI

A Central University under Ministry of Education Government of India

2. Improvement fee per paper for PG Programmes

750/-

### **Important Instructions:**

- Kindly read the eligibility criteria and instructions carefully before proceeding with the payment. Fee once paid cannot be refunded in any circumstances.
- Ensure that all personal and academic details are accurate before submission.
- Students admitted through different admission portal (i.e IUMS, SAMARTH) has to register their backlog papers through their respective admission portal after paying the fee for backlog papers. The fee for Re-admission will be paid through Miscellaneous fee portal of the DDE, i.e. https://manuucoe.in/OnlinePayment/index.php/main3.
- For improvement, Non-IUMS & Non-SAMARTH batches, students have to submit the offline form (attached with this notification) and submit to the respective (LSCs/RCs/SRCs) along with the online fee receipt.

## Copy to:

- 1. Office of the Vice Chancellor
- 2. Office of the Registrar
- 3. Office of the COE
- 4. Director, CIT with a request to upload on the DDE website
- J. All RUS/SRUS
- 6. CDOE Office File

هـ ه ا	
Y	
	-

				20		نا آزاد بیشنل اُردوبو نیورسی URDU UNIVERSI	القال مول
- ماليه پاسپيورك	2151 -1315	rangan 9	नाजाद वेश	नल उर्दू यूर्व	नवसिटी	C JS. S. STATIVED ST	
المرابعة ا Paste red	ent IV	AUL!	INA AZ	AD NAT	IONAL	URDU UNIVERSI	
passport	size -				I Eva	ئے سالاندامتخان	در خواست فارم برا۔
photogra Do Not St	iph aple	Applic	ation For	m for An	nual Exc		
						:(Enrolment)	اندران تمبر (Jumber
					iome of Stud	اور کوژ (y/Exam Centre & Code)	اشدى/امتحان سنشركانام
					CADIT	یر جلی تروف میں (AL LETTERS only	بورانام صرف أتكريزي
				(Nan	THE IN CALLE		
						]:(Year)UL:(Pi	بروگرام (rogramme
					. L	ا الله الله الله الله h is applicable) كانشان لكا كي الله الله	موزوں فانے نیس (۷)
:(B	الأك (acklog	يک بيک	:(Regula	Ticl) رخوار(r)	k (✓) whic	h is applicable, o	نبرشار
F - I		الني كورس المضمور		فمبرشار	21	منتخب کیے گئے گوری مضمون Course/Subject(s) to be tak	1
Paper/s			s) to be taker		Paper/s	Course/Subject(s) to 5	01
				05			02
	- 97		His additional line	07			03
				08	1		04
							فيس كي تفصيلات :
- F		رقی		ž	יו על	بالگی فیم کا ٹرانز اکشن ریفیرنس نمبر	آن لا سمين جمع كم
		Amount		D	ate	Online Fee Transaction Re	ference Number
-		7 (1110 0.110					
			p	ostal Add	ress المالية	ſiż	
	N.	مكان نمبر					
)	House No.	مقام بر					
-	Area/P.O.	و اک خانه	<del> </del>		<del></del>		
-	District	ضلع			است State	,	
-, -	Pincode	ين كوۋ	-	Ph. No	o. with STD cod		
	ک mail ID			Handard Control of the	1/1	The state of the s	
-				UNDERT	AKING		

I hereby affirm that I have taken admission into and paid fee for the year in which examination is being taken. I also affirm that the information given above is true to the best of my knowledge.

طالب علم كاوستخط

Signature of the Student

Date:

ا بني حاليه پاسپورٺ
سائز فو ٹو جسیاں کریں،
Paste recent
passport size
photograph
Do not staple

	11	1	11
۱ في			
	T		3
	13	=	"

मोलावा आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد प्रांजी है है जिल्ला अल्लाह नेशनल उर्दू यूनिवर्सिटी अल्लाह प्रांजी अल्लाह क्षेत्र का अल्लाह केशनल अर्दू यूनिवर्सिटी अल्लाह अल्लाह केशनल अर्दू यूनिवर्सिटी अल्लाह केशनल अर्दू यूनिवर्सिटी अल्लाह केशनल अल्लाह के

passport size	A	I Twom		سالانها محان	
photograph	An	nual Exam	4) . [ ]	To be filled and Submitted alongwith the admission Form	ال Original
Do not staple		(Hall Ticke	الم المتارية	lame of Exam Centre & Code	تحان سنثر کا نام اور کوڈ (ج
		)!	1 (v	:(Enrolment N	umbar) مرزي
				:(Name of the Stu	
					s Name) الدكانام
				:(Identification M	ناخت کانشان(lark
1			:(Year)		روگرام(rogramme
:(Backlog)	6 6	(Tick) ريگولر(Regular)	(✓) whic	h is applicable) کانشان لگائمیں	وزول خانے میں 🗸)
;(Васкіод)		نبرشار المحال		<i>گورگ/معم</i> ون	براد
پرچر Paper/s	کورس/مضمون (Course/Subject(s	(027)	پرچ Paper/s	Course/Subject(s)	(S.No.)
Tupen		05			02
		06	-		03
		07	J		04
اپنی مالیہ پاسپورٹ سائز فوٹو چہاں کریں Paste recent passport size photograph Do not staple	I MAULANA	nnual Exam	ا بال مكث(:	To be filled and Submitted alongwith the admission Form  Name of Exam Centre & Code  :(Enrolment No	ز پی کیٹ Duplicate
				(NT CHA-Char	اندراج نمبر(amber
	1			:(Name of the Stud	اندراج نمبر(amber
	il Comment	7/E			اندراج نمبر(umber طالب علم کانام(dent
	<u>0</u>			:(Father's: :(Identification M	اندراج نمبر(umber طالب علم کانام(dent والد کانام(Name شناخت کانشان (ark
	2		:(Year)	:(Father's: :(Identification M	اندراج نمبر(umber طالب علم کانام(dent والد کانام(Name شناخت کانشان (ark
:(Backloo	: ا بك لاگ (	(Regular) ريگوار (Tick		:(Father's: المان:(Identification M:):(ا	اندراج نمبر(umber طالب علم کانام(dent والد کانام(Name شاخت کانشان(ark پروگرام(cogramme
:(Backlog	کور <i>ی ا</i> مضمون	نمبرشار ا	(√) whic	:(Father's: :(Identification M	اندراج نمبر(umber طالب علم کانام(dent والد کانام(Name شاخت کانشان(ark پروگرام(cogramme
		نمبرشار ا	(√) whic	Father's:الFather's:الالمالة المالة ا	اندراج نمبر(amber) طالب علم کانام(dent) والدکانام(Name) شناخت کانشان (ark) پروگرام(rogramme) موزون خانے میں (۷)
24	کور <i>ی ا</i> مضمون	نبرهٔار (S.No.)	(√) whic	Father's:الFather's:الالمالة المالة ا	اندراج نمبر(amber) اندراج نمبر(dent) اندراج نمبر الطالب الم المائة الما
24	کور <i>ی ا</i> مضمون	نبرڅار (S.No.) 05	(√) whic	Father's:الFather's:الالمالة المالة ا	اندراج نمبر(amber) اندراج نمبر طالب علم کانام (dent) والدکانام (s Name) والدکانام (ark) شناف (ogramme) مروگرام (صور ون خانے میں (عمل (میر شار (S.No.) مبرشار (S.No.)

ریجش دائرکٹر (Regional Director)

امتحان گا و من مو باکل فون ساتھ رکھنا خت منوع ہے Mobile Phones strictly prohibited in Exam. Hall

طالب علم كاد شخط (Student's Signature)

المات INSTRUCTIONS

1 ال کمک اورشاختی کارڈ بھشاہ پے ساتھ دو گھیں۔ان کے بغیر امتحان کھنے کی اجازت نہیں ہے۔امتحان کے دوران جانج کے لیے طلب کرنے پرطالب علم اپناہال نکٹ بین درج مضابین کا امتحان دے سے ہیں۔

3 اگر کی طالب علم کا امتحان میں داخلہ خلاف قاعدہ بوقو یو نیورٹی امتحان کے کسی بھی مرحلہ میں اس طالب علم کے داخلہ کو امتحان میں داخلہ خلاف قاعدہ بوقو یو نیورٹی امتحان کے کسی بھی مرحلہ میں اس طالب علم کے داخلہ کو امتحان کسی کی اجازت نہیں دی جائے گ۔

4 طلبہ آغاز امتحان سے کم از کم پندرہ مدف قبل اپنی نشستوں پر بیٹیے جائیں۔ مقردہ وقت سے نصف گھنٹ تاخیر سے آنے والے طلبہ کو امتحان کسینے کی اجازت نہیں دی جائے گ۔

5 طلبہ کے لیے درج ذیل امور مانع ہیں: (a) کا غذات 'کتا ہیں' نوٹس یاتح بری مواد' سیل فون ساتھ درکھنا (d) دو سرے طلب سے مدواصل کرنا وی امتحان ہالی میں داخل ہوں کی خالب بیدا کرنا وی امتحان ہالی میں داخل ہوں کی خالہ بیدا کرنا وی امتحان ہالی میں داخل ہیدا کرنا وغیرہ۔ مطالعہ کرنا (f) امتحان کو بری مدور نے مجھی روک دیا جائے گا۔

مطالعہ کرنا (f) امتحانی عملہ کے کسی فرد پر جملہ کرنا وی الفور خارج کردیا جائے گا بلہ اسے آئی الفور خارج کردیا جائے گا بلہ اسے آئی الفور خارج کردیا جائے گا بلہ اسے آئی القور اعدی پارٹیو ور ان امتحان میں شریک ہونے نے بھی روک دیا جائے گا۔

1. A Student should retain the Hall Ticket and the Identity Card during the Examinations without which he/she will not be permitted to take the exam. Present the Hall Ticket whenever demanded during the examinations.

Students should take the examination only in the subjects mentioned in the Hall Ticket.

The University reserves the right to cancel the admission of any student to the examination at any

stage if it is detected that his/her admission to the examination is against the rules.

4. Students should take their respective seats in the examination hall at least 15 minutes before the commencement of the examination. Those coming half-an-hour after the prescribed time shall not be allowed to write the examination.

5. Students are prohibited from: (i) possessing papers, books, notes written material in any form or Mobile Phone (ii) receiving help from other students, (iii) helping other students, (iv) communicating in any form with another student or any person other than the supervisory staff (v) consulting notes, books or any person in or outside the examination hall, (vi) assaulting, abusing or intimidating any person connected with the examination work at any time and causing disturbance in the examination hall during the examination hours, etc.

Non-compliance of the above would result in being debarred from appearing at the subsequent

examination(s) and immediate expulsion from the examination hall.