



Centre for Distance & Online Education
دورस्थ एवं ऑनलाईन शिक्षा केंद्र

MANUU/CDOE/ODDE/2025/307/

Date: 28/04/2025

NOTIFICATION/ अधिसूचना

**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 complete the programme without Re-admission	Batches Eligible for Re-admission
1	B.A/B Sc/ B Com (UG)	6 Years	2016 to 2018
2.	All PGs	4 Years	2018 to 2020
3.	All Diploma	2 Years	2021 & 2022
4.	Certificate	2 Years	2021 & 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 nd /3 rd both 2 nd & 3 rd yr) fee previously.	25% of the current year fee as fee amount for Re-Admission + current year fee (as applicable - 2 nd /3 rd /both 2 nd & 3 rd) + Prescribed Exam fee year wise/course wise as per current exam fee.	No SLM shall be provided. Students may buy the SLM from the University counter at Headquarters after payment of SLM cost subject to availability of the same.
2.	For those students who have paid the re-registration fee previously.	25% of the current year fee as fee amount for Re-Admission + Prescribed Exam fee year wise/course wise as per current exam fee.	No SLM shall be provided. Students may buy the SLM from the University counter after payment of SLM cost subject to availability of the same.

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/-



2.	Improvement fee per paper for PG Programmes	750/-
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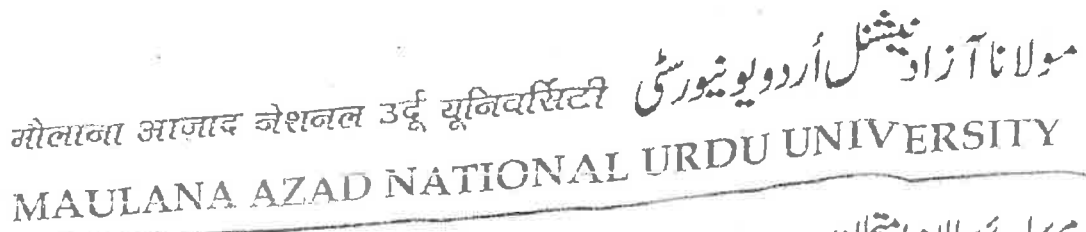
Important Instructions:

- 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.


Director

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
5. All RCs/SRCs
6. CDOE Office File



Application Form for Annual Exam

اپورانا صرف انگریزی کے جلی تروف میں (Name in CAPITAL LETTERS only)

موزوں نمائے میں (✓) کا نشان لگائیں (Tick (✓) which is applicable)

فیس کی تفصیلات :-

Postal Address ڈاک کا پتہ

UNDERTAKING

Signature of the Student

This Application Form must be certified and forwarded by the Co-ordinator of the concerned Study Centre.

اپنی حالیہ پاسپورٹ
سائز فوٹو چسپاں کریں
Paste recent
passport size
photograph
Do not staple

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
سالانہ امتحان



Annual Exam
(Hall Ticket) ہال ٹکٹ

To be filled and Submitted
alongwith the admission Form

اصل Original

امتحان سنٹر کا نام اور کوڈ (Name of Exam Centre & Code)

اندراج نمبر (Enrolment Number)

طالب علم کا نام (Name of the Student)

والد کا نام (Father's Name)

شناخت کا نشان (Identification Mark)

پروگرام (Programme)

سال (Year)

بیک لاگ (Backlog)

ریگولر (Regular)

(Tick (✓) which is applicable)

پرچہ Paper/s	کورس/مضمون Course/Subject(s)	نمبر شمار (S.No.)
		05
		06
		07

پرچہ Paper/s	کورس/مضمون Course/Subject(s)	نمبر شمار (S.No.)
		01
		02
		03
		04

ریجنل ڈائریکٹر (Regional Director)

امتحان گاہ میں موبائل فون ساتھ رکھنا سخت ممنوع ہے
Mobile Phones strictly prohibited in Exam. Hall

طالب علم کا دستخط (Student's Signature)

اپنی حالیہ پاسپورٹ
سائز فوٹو چسپاں کریں
Paste recent
passport size
photograph
Do not staple

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
سالانہ امتحان



Annual Exam
(Hall Ticket) ہال ٹکٹ

To be filled and Submitted
alongwith the admission Form

ڈپلیکیٹ Duplicate

امتحان سنٹر کا نام اور کوڈ (Name of Exam Centre & Code)

اندراج نمبر (Enrolment Number)

طالب علم کا نام (Name of the Student)

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(Tick (✓) which is applicable)

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INSTRUCTIONS ہدایات

1. ہال ٹکٹ اور شناختی کارڈ ہمیشہ اپنے ساتھ رکھیں۔ ان کے بغیر امتحان لکھنے کی اجازت نہیں ہے۔ امتحان کے دوران جانچ کے لیے طلبہ کرنے پر طالب علم اپنا ہال ٹکٹ پیش کریں۔
2. طلبہ صرف ہال ٹکٹ میں درج مضامین کا امتحان دے سکتے ہیں۔
3. اگر کسی طالب علم کا امتحان میں داخلہ خلاف قاعدہ ہو تو یونیورسٹی امتحان کے کسی بھی مرحلہ میں اس طالب علم کے داخلہ کو منسوخ کرنے کا حق محفوظ رکھتی ہے۔
4. طلبہ آغاز امتحان سے کم از کم پندرہ منٹ قبل اپنی نشستوں پر بیٹھ جائیں۔ مقررہ وقت سے نصف گھنٹہ تاخیر سے آنے والے طلبہ کو امتحان لکھنے کی اجازت نہیں دی جائے گی۔
5. طلبہ کے لیے درج ذیل امور مانع ہیں: (a) کاغذات، کتابیں، نوٹس یا تحریری مواد، سیل فون ساتھ رکھنا (b) دوسرے طلبہ سے مدد حاصل کرنا (c) دوسرے طلبہ کی مدد کرنا (d) نگران کا عملہ کے سوا دوسرے طالب علم یا دوسرے شخص سے کسی بھی شکل میں رابطہ پیدا کرنا (e) امتحان ہال میں داخل ہونے کے بعد ہال کے اندر یا باہر جا کر کتابوں یا نوٹس کا مطالعہ کرنا (f) امتحانی عملہ کے کسی فرد پر حملہ کرنا، دھمکی دینا یا اس سے بدکاری کرنا (g) امتحان کے دوران امتحان ہال میں کسی طرح کا خلل پیدا کرنا وغیرہ۔

مندرجہ بالا قواعد کی پابندی نہ کرنے پر امیدوار کو نہ صرف امتحان ہال سے فی الفور خارج کر دیا جائے گا بلکہ اسے آئندہ امتحان میں شریک ہونے سے 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.
 2. Students should take the examination only in the subjects mentioned in the Hall Ticket.
 3. 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.