



B.Ed. Prospectus

CDOE 2025-26

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY



## MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)

Accredited with 'A+' Grade by NAAC

*Visitor*

**Smt. Droupadi Murmu**

Hon'ble President of India

*Chancellor*

**Shri Mumtaz Ali**

*Vice-Chancellor*

**Prof. Syed Ainul Hasan**

*Registrar*

**Prof. Sk. Ishtiaque Ahmed**

*Director*

**Prof. Mohd Razaullah Khan**

Center for Distance and Online Education



Shri Mumtaz Ali (Chancellor, MANUU)

being felicitated by

Prof. Syed Ainul Hasan (Vice Chancellor, MANUU)



### Medium of Instruction and Examinations

As per provisions under the Maulana Azad National Urdu University Act 1996, the Medium of Instruction is Urdu. As per the Academic Ordinance

(3) framed under the University Act and notified in the Gazette of India vide notification MANUU/Admin.I/F.I/2006-07/716 dated 7th April 2005

*“Question papers for all Examinations shall be set and answered in the Urdu Language subject to the condition that question papers for all examinations in the languages shall be set and answered in the respective languages.”*

In the light of above Ordinance, and Statutory provisions, it is hereby reiterated that all the question papers shall be in Urdu and the students shall write the answer in Urdu, except for languages like Arabic, English, Hindi and Persian. If a student fails to write answers in Urdu, no marks shall be awarded to him/her.

## From the Vice Chancellor's Desk

As the Vice Chancellor of the Maulana Azad National Urdu University, I believe that the pinnacle of excellence in interdisciplinary research, innovation, and inclusive societal advancement can be achieved through education in the Urdu language. I imagine a future when our students can become visionary leaders with the knowledge, empathy, and willpower to make a world filled with positive change and limitless opportunity.

Standing at the juncture of last 27 years, to create this eco-system, I have a vision for the next 10 years: including experienced individuals in the university's administration, decentralizing power and responsibility and raising the standard of work are crucial factors for inculcating a model of good governance. This is consistent with the ideas of effectiveness, competitiveness, independence, and self-sufficiency so that workable solutions can be developed by utilizing the core competencies of all stakeholders to address the issues the university is experiencing.

The University has made some significant decisions in the implementation of fresh concepts in the light of NEP 2020 in order to meet the current demand for a healthy academic environment. The introduction of foreign languages is one idea for which Urdu can serve the finest purpose in the field of translation and interpretation. There has been an emphasis on fusing several disciplines together to foster interdisciplinary and multilingual traditions. This would enable integration of subjects and cross cultural research cutting across boundaries.

Another area in which we are able to maintain our source of knowledge, while adopting a clear strategy to empower our students professionally is through implementing programs in skill development. As a result, several of the disciplines are gaining increasing acceptance and support from other institutions and from students both inside and beyond the state.

As a major portion of students admitted to our university come from socially and economically disadvantaged backgrounds, stronger connections are being established with the madrassas through both physical and virtual channels. As per the mandate of the statute of the university, the institution is also now able to attract a large number of girls' students in regular as well as distance learning programs. This demonstrates the University's reach at all levels.

All put together, there is a bright future that beckons you to this University.

Prof. Syed Ainul Hasan  
Vice-Chancellor



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MAULANA AZAD NATIONAL URDU UNIVERSITY

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दक्षिण क्षेत्रीय समिति  
राष्ट्रीय अध्यापक शिक्षा परिषद्  
(भारत सरकार का एक सांविधिक निकाय)



Southern Regional Committee  
National Council for Teacher Education  
(A Statutory Body of the Government of India)

F.No.SRC/NCTE/APS07298/B.Ed.-ODL/TS/2022/  
F.No.SRC/NCTE/SRCAPP1960/B.Ed.-AI-ODL/TS/2022

137858

Dated: - 12 DEC 2022

**TO BE PUBLISHED IN GAZETTE OF INDIA PART III SECTION 4  
CONTINUATION ORDER**

**WHEREAS**, the recognition u/s 14 (3)(a) of NCTE Act, 1993 was granted to the institution namely, **Maulana Azad National Urdu University, Hyderabad, Andhra Pradesh** for **B.Ed.-ODL & B.Ed.-AI-ODL** as per following details:-

- (i) The SRC vide order no. F.SRO/APS07298/B.Ed-DE/2006-2007/5803 dt. 28.06.2007 for conducting Secondary (B.Ed.- Distance Education) of one year duration with an annual intake of 500 students.
- (ii) The SRC vide order no. F.SRO/SRCAPP1960/B.Ed-DE/AP/2014-15/57189 dt. 26.02.2014 for conducting (B.Ed.-AI-Distance Education). Programme of two years duration with an annual intake of 500 students.

**2. AND WHEREAS**, a letter was issued to the institution regarding notification of new Regulations 2014 seeking consent on their willingness for fulfilling the revised Norms and Standards and the institution has not submitted the Affidavit.

**3. AND WHEREAS**, for non-submission of Affidavit as per Regulations 2014. Accordingly, as per decision of SRC a Show Cause Notice was issued to the institution on 25.02.2016. The Maulana Azad National Urdu University vide letter dt. 03.04.2019 submitted its reply to clarification.

**4. AND WHEREAS**, the SRC in its 374<sup>th</sup> Meeting held on 09<sup>th</sup> & 10<sup>th</sup> April, 2019 considered the matter and decided to issue Show Cause Notice. Accordingly, as per decision of SRC Show Cause notice was issued to the institution on 22.04.2019. The institution did not submit any reply to Show Cause Notice.

**5. Accordingly**, the SRC in its 385<sup>th</sup> Meeting held on 03<sup>rd</sup> March, 2020 the matter was considered and decided to issue Last reminder (Letter) to the University. Accordingly, as per decision of SRC last reminder (Letter) was issued to the University on 13.03.2020. The institution has submitted its reply on 30.04.2020

**6. AND WHEREAS**, the SRC in its 388<sup>th</sup> Meeting held on 14<sup>th</sup> & 15<sup>th</sup> September, 2020 considered the matter and decided to issue a letter to the University. Accordingly, as per decision of SRC letter was issued to the University on 24.09.2020. The university has submitted its reply on 14.10.2020. The SRC in its 393<sup>rd</sup> Meeting held on 05<sup>th</sup> & 06<sup>th</sup> January, 2021 considered the

Page 1 of 6

कार्यालय: जी-7, सेक्टर-10,  
(निकट सेक्टर-10 मेट्रो स्टेशन), द्वारका,  
नई दिल्ली - 110075  
website: [ncte.gov.in/Website/SRC.aspx](http://ncte.gov.in/Website/SRC.aspx)

Director, DDE

21/12/22



Registrar, Office

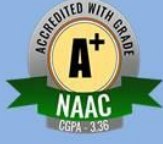
8-520

Inward Dt: 14/12/22

Outward Dt:

Office: G-7 Sector-10,  
(Near Sector-10 Metro Station), Dwarka,  
New Delhi - 110075  
E-mail: [src@ncte-india.org](mailto:src@ncte-india.org)

DDE/740  
21/12/22



matter and decided to issue Show Cause Notice to the University. Accordingly, as per decision of SRC Show Cause Notice was issued to the institution on 18.01.2021. The University vide letter dt. 29.03.2021 submitted its reply to the Show Cause Notice.

7. **AND WHEREAS**, the SRC in its 398<sup>th</sup> meeting held on 07.04.2021 considered the matter and decided to issue a letter to the University. Accordingly, as per decision of SRC a letter dt. 12.04.2021 was issued to the MS, NCTE for seeking clarification.

8. **AND WHEREAS**, the University vide letter dated 16.04.2021 has submitted written representation in response of SCN. Further, the University vide letter dated 21.10.2021 has submitted written representation in response of Show Cause Notice.

9. **AND WHEREAS**, the SRC in its 405<sup>th</sup> Meeting held on 13<sup>th</sup> & 14<sup>th</sup> December, 2021 considered the matter and decided to issue letter to the Under Secretary (Regulation) and The Registrar, Maulana Azad national Urdu University. Accordingly, as per decision of SRC letter was issued on 14.01.2022 & 17.01.2022. The SRC in its 409<sup>th</sup> meeting held on 29<sup>th</sup> & 30<sup>th</sup> March 2022 decided to collect amount of Rs. 2 Lakhs non-refundable to each institution seeking condition of recognition for B.Ed. ODL programme to meet expenditure involved in getting self-learning material asset by subject experts. Accordingly, letter dt. 12.05.2022 was issued to the MANUU. In response to the letter, MANUU has deposited Rs. 2 Lakhs along with SLM/SIM material. The matter was placed before the SRC in its 412<sup>th</sup> Meeting held on 05<sup>th</sup> & 06<sup>th</sup> July, 2022 were by the Committee has formed Sub-Committee consisting of 4 Members. The Sub-Committee has finalized the list of subject experts and slab for payment to the subject expert for evaluation. Accordingly, the SIM/SLM Material submitted by the institution has been sent to the subject expert for the evaluation. The subject expert has given their report to the SRC. MANUU has submitted faculty list of 8 no. as per prescribed Performa of NCTE dt. 02.09.2022.

10. **AND WHEREAS**, a letter dt. 14.09.2022 has been issued to the UGC regarding information of the status of the institution i.e., MANUU. The subject expert has submitted their evaluation report on 05.09.2022. The matter considered in SRC its 414<sup>th</sup> meeting held on and the Committee decided as under:-

The original files of the Institution alongwith other related documents, NCTE Act, 1993, Regulations Guidelines issued by NCTE from time to time carefully considered by the SRC and the following observations were made were made:-

The Committee has decided to issue a continuation of recognition order to Maulana Azad National Urdu University Gochibowli, Hyderabad, Telangana-500032 as they comply with NCTE Regulations. The RD, SRC is authorised to issue the order to the effect subject to clearance from the UGC.





11. **AND WHEREAS**, as per decision of SRC a letter was issued to the UGC (Distance Education Bureau) vide order no. F.No. SRC/APSO7298-B.Ed./SRCAPP1960-B.Ed.-AI/ODL/2022/135785 dated 04.10.2022.

12. **AND WHEREAS**, in response to the letter dated 04.10.2022 the Maulana Azad National Urdu University has submitted representation vide no ref. MANNU/DDE/B.Ed-/F.40/349 dated 24.11.2022, which is as under:-

"The matter of B.Ed. (ODL) programme remains pending between SRC-NCTE and UGC-DEB for the last two years. The University could not offer this programme since then due to the communication gap between two regulatory bodies. The situation is severely affecting the in-serving education of Urdu medium teachers in particular and quality of school education of Urdu medium schools in general across the country. The loss of two years for in-service teacher education is a big loss both for the Urdu medium teachers and Urdu medium school education as a whole.

Therefore, you are kindly requested to issue Continuation of Recognition Order without waiting for clearance from UGC-DEB. After getting this order from SRC-NCTE, the University will submit the same to UGC-DEB for their clearance, then only the process of admissions will commence under intimation to your office."

13. **AND WHEREAS**, the SRC in its 417<sup>th</sup> meeting held on 01<sup>st</sup> – 02<sup>nd</sup> December 2022 considered the matter and decided as under:-

*"The original files of the Institution along with other related documents, NCTE Act, 1993, Regulations Guidelines issued by NCTE from time to time carefully considered by the SRC and the following observations were made: -*

**The Committee after perusal of the letter received from the registrar MANUU, decided to issue continuation of recognition order to Maulana Azad National Urdu University, Gochibowli, Hyderabad, Telangana-500032 as they complied with NCTE Regulations for B.Ed. (ODL). Therefore, the RD SRC is advised to issue continuation of recognition order for 2 units of B.Ed. (ODL) i.e. 1000 (working teachers).**

14. **NOW THEREFORE**, this order is issued permitting the institution i.e., **Maulana Azad National Urdu University, Gochibowli, Hyderabad, Telangana-500032** for continuation of recognition for **(B.Ed.- ODL) & B.Ed.-AI-ODL Course in Urdu Medium** for two years duration for one unit i.e., **1000 seats** subject to fulfillment of the following conditions: -

I. The Endowment fund of Rs. 5 lakhs and Reserve fund of Rs. 7 lakhs kept in joint account with Regional Director of NCTE should be maintained perpetually. Raising loan against the FDRs or mortgaging them shall not be allowed.

II. The institution shall comply with various other norms and standards prescribed in the NCTE Regulations, 2014 as amended from time to time.



III. The institution shall make admissions only after it obtains affiliation from the examining body in terms of clause 8(10) of the NCTE (Recognition Norms & Procedure) Regulations, 2014.

IV. The institution shall ensure that the required number of academic staff duly approved by affiliating body for conducting the course should always remain in position.

15. Further, the institution is required to fulfill all such other requirements as may be prescribed by other regulatory bodies like UGC, affiliating University /Body, the State Government etc. as applicable.

16. The institution shall submit to the Regional Committee as Self – Appraisal Report at the end of each academic year along with the statement of annual accounts duly audited by a Chartered Accountant.

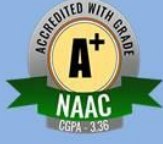
17. The institution shall maintain its Website with hyperlink to the Council and the Southern Regional Committee, covering, inter – alia, the details of the institution, its locations, name of the programme(s) with intake; available of physical infrastructure, such as land, building, office, classrooms, and other facilities of amenities; instructional facilities, such as laboratory and laboratory and library and the particulars of their teaching faculty and non-teaching staff with photographs, for information of all concerned. The information with regard to the following shall also be made available on the website namely: -

- a. Sanctioned programme(s) along with annual intake in the institution:
- b. Name of faculty and staff in full as mentioned in school certificate along with their qualifications, scale of pay and photograph.
- c. Name of faculty members who left of joined during the last, quarter:
- d. Name of Students admitted during the current session along with qualification, Percentage of marks in the qualifying examination and in the entrance test, if any, date of admission, etc.
- e. Fee charged from students.
- f. Available infrastructural facilities.
- g. Facilities added during the last quarter.
- h. Number of books in the library, journals subscribed to and additions, if any, in the last quarter.
- i. The affidavit with enclosure submitted along with application.
- j. The institution shall be free to post additional relevant information if it so desires.
- k. Any false or incomplete information on website shall render the institution liable for withdrawal of recognition.

18. The institution shall adhere to the mandatory disclosure in the prescribed format and display up-to-date information on its official website.

19. The institution shall make available the list of students admitted on its official website.

20. The institution shall fill the information on GIS Portal on the NCTE Website.



If the institution contravenes any of the above conditions or the provision of the NCTE Act, Rules, Regulations and orders made of issued there under, the institution will render itself vulnerable to adverse action including withdrawal of recognition by the Southern Regional Committee under the provisional of Section 17(1) of the NCTE Act, 1993.

Also order that a copy of this Order be published in the official Gazette.

By Order,

(Madan Singh Yadav)  
Regional Director

The Manager  
Govt. of India Press  
Department of Publications, (Gazette Section)  
Civil Lines, Delhi – 110 054

**Copy to: -**

1. **The Registrar,**  
Maulana Azad National Urdu University,  
Gochibowli, Hyderabad, Telangana-500032.
2. **The Secretary,**  
Department of School Education and Literacy,  
Ministry of Education,  
Govt. of India, Shastri Bhawan,  
New Delhi- 110001.
3. **The Principal Secretary, (Higher Education)**  
Department of Education (In charge Teacher Education),  
Govt. of Telangana, Room No. 117,  
D-Block, Ground Floor, Telangana Secretariat,  
Hyderabad-500022,  
Telangana.
4. **The Under Secretary (IT and E-governance),**  
National Council for Teacher Education,  
G-7, Sector-10, (Near Sector-10 Metro Station), Dwarka,  
New Delhi-110075.

14/12  
Dir (DDE)



B.Ed. Prospectus

CDOE 2025-26

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MAULANA AZAD NATIONAL URDU UNIVERSITY

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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

## Certificate of Accreditation

*The Executive Committee of the  
National Assessment and Accreditation Council  
is pleased to declare  
Maulana Azad National Urdu University  
Sachibowli, Hyderabad, Telangana as  
Accredited  
with CGPA of 3.36 on four point scale  
at A<sup>+</sup> grade  
valid up to December 19, 2027*

*Date : December 20, 2022*



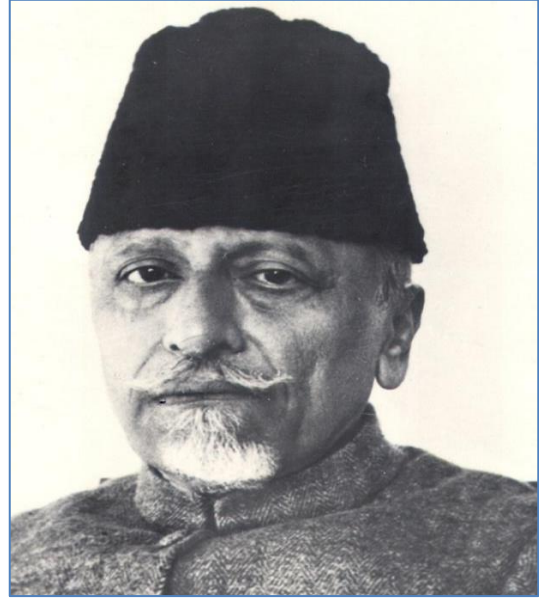
*S. C. Sane*  
Director

EC(SC)/136/3<sup>rd</sup> Cycle/TSUNGNI0145



## 1. About Maulana Azad National Urdu University (MANUU)

Maulana Azad National Urdu University (MANUU) is a Central University, established by an Act of Parliament in 1998 with all India jurisdiction. The headquarters and main campus of MANUU is in Gachibowli, Hyderabad. It is spread over 200 acres. MANUU is recognized as a major higher education service provider across the remote areas of the country in Urdu Medium through its regular and distance mode programmes. MANUU commenced with distance education programmes in 1998 and consolidated



its regular academic and research programmes in 2004. The University is named after Maulana Abul Kalam Azad, a scholar par excellence, a prolific writer, an inimitable orator, a gallant freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India. Presently, MANUU is in the process of consolidating the existing institutions, while expanding it to reach the unreached through various intervention measures. Further, to meet the rising aspirations of youth in general and Urdu speaking community in specific, the University is making considerable progress in all fronts of academics, research and governance with specific vision, mission and objectives.

### **Vision**

To provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy.

### **Mission**

To empower socially, economically, educationally and culturally marginalized sections of the society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through formal and non-formal modes of education.

### **Mandates & Objectives**

The Objectives of the University as per Section 4 of MANUU Act, 1996 (No.2 of 1997) are:



- to promote and develop the Urdu language;
- to impart education and training in vocational and technical subjects through the medium of Urdu;
- to provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through teaching on the campus as well as through distance mode and;
- to provide focus on Women Education.

**In order to achieve the objectives, the University endeavors to:**

- provide good learning experience to the students through Urdu language with due emphasis on interactive and innovative teaching-learning as well as engagement in social outreach
- adhere to global best practices and benchmark in respect of academic and research outcomes and also outreach initiatives increase the student capacity to meet the growing demands of competent manpower in national and international markets
- augment the internal revenue/receipts through continuing education, sponsored research and consultancy
- improve the quality of life of impoverished millions by producing competent manpower who can contribute for the growth of National economy
- utilize the resources effectively and optimally and also to transform the University into a smart, digital and clean campus with specific action driven initiatives

**Schools and Departments of the University**

In pursuit of its vision and mission, the University has established Eight (8) Schools of Studies to impart various academic programmes under regular mode through various departments. There are Colleges of Teacher Education, Polytechnics, and ITIs spread across India.

The Departments currently offer 120 programmes in regular mode. The University also offers Technical Diploma programmes through Polytechnics (08 Diplomas) and Vocational programmes through Industrial Training Institutes (08 Trades). The University also offers PG, UG, Diploma, and Certificate Programmes through ODL under the Centre for Distance and Online Education.

## 2. About Center for Distance and Online Education (CDOE)

Every aspirant of education cannot afford to go to the Universities/Colleges to pursue her/his goals in education through regular/ campus mode. Distance Mode of Education is a tool for providing education by taking it to the doorstep of the aspirants. It aims to reach the unreached. Distance Mode of Education known as Open and Distance Learning (ODL) is more suitable and apt for those who want to improve their knowledge and qualification by staying at home or by doing their daily routine/professional work. They need to attend a few classes at the Learner Support Centres (LSCs) opted by them as per UGC - DEB guidelines and University rules & regulations.

The Centre for Distance and Online Education offers various academic programmes in distance mode and operates through a network of 9 Regional Centres (RCs) and 6 Sub-Regional Centres (SRCs) and 155 Learner Support Centres (LSCs) cum Exam centres and 5 exclusive exam centres catering to thousands of students each year at their doorsteps.

The Instructional Media Centre (IMC), Centre for Information Technology (CIT), Directorate of Translation, Translation Studies, Lexicography and Publications (DTTLP) and Centre for Internal Quality Assurance (CIQA) work in close coordination with the Centre for Distance and Online Education academically and technically to enrich the programmes under Distance Education.

The faculty of CDOE prepares video lectures by taking technical assistance from University's Instructional Media Centre to provide anytime, anywhere learning environment to the learners through its dedicated IMC YouTube channel accessible at <https://www.youtube.com/imcmanuu>. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. CDOE is in the process of launching its own Digital Multi Media Centre (DMMC), which will become operational shortly. Soft copies of Self Learning Material (SLM) are also provided to the learners through the University's website at <https://manuu.edu.in/dde/self-learning-material>.

In its endeavor to make ODL programmes more vibrant and to enhance quality for the benefit of the ODL learners, Centre for Distance and Online Education (CDOE) has introduced Choice Based Credit System (CBCS) for UG & PG programmes. As per UGC-DEB regulations, the curriculum of various ODL programmes has been revised and synchronized with that of regular mode. Accordingly, the SLM is prepared. The Centre for Distance and Online Education (CDOE) has vigorously started adopting Information and Communication Technology (ICT) in its academic and administrative functioning. Admissions to all Centre for Distance and Online Education (CDOE) programmes are now being conducted through



on-line mode only. To improve communication between Centre for Distance and Online Education (CDOE) and learners, SMS facility is now being extensively used to send alerts to students about various aspects of programme delivery such as Course Registration, Dispatch of SLMs, Assignments etc.

### **Vision**

To be an internationally recognized open and distance learning centre engaged in empowerment of Urdu speaking people through distance education programmes

### **Mission**

- To enhance access to education and training programmes to Urdu speaking population through ODL, particularly to “reach the unreached”
- To provide focus on women’s education and training through ODL

- To provide greater access to continuing professional education and training and more opportunities for lifelong learning
- To create capacity for the use of ODL technologies to enrich the learning process
- To undertake research studies in ODL for system development

### **Objectives**

- To generate employment opportunities through ODL
- To make adequate efforts toward flexibility in learning
- To ensure quality higher education to the target group
- To enable blended learning with in-person and online counseling cum contact classes
- To facilitate greater vertical and horizontal mobility in higher education
- To integrate non-conventional Urdu learners into formal education system
- To enhance the gross enrolment ratio (GER) based on market needs, gaps and trends in addition to the societal demands
- To implement National level educational policies like NEP 2020

## **3. Bachelor of Education Programme**

### **3.1 Introduction**

The Bachelor of Education programme, generally known as B.Ed., is a professional programme that prepares teachers for upper primary (classes VI-VIII), secondary (classes IX-X) as well as senior secondary (Classes XI-XII) levels. The Bachelor of Education programme (B.Ed.) in ODL mode, is a professional programme for in-service teachers, a second degree in teacher education, primarily intended for upgrading the professional competence of working teachers in the upper primary, secondary schools and senior secondary level who have entered the profession without formal secondary teacher training Qualification. It aims at preparing in-service teachers for the secondary stage of education, in accordance with the notification of the NCTE with regard to minimum qualification for recruitment as a teacher. The programme shall use blended learning modality for design, development, and delivery of the programme.

The programme also provides opportunities for sharing experiences gained by teachers. It enables teachers to select and organize learning experiences according to the requirement of



learners. In addition, it provides knowledge and understanding of areas such as the latest pedagogies, educational evaluation, school management, use of ICT in education, etc.

### **3.2 Objectives of the Programme**

To enable the student teachers to:

1. Enhance the professional competencies and systematize their teaching experiences.
2. Develop a comprehensive understanding of different methods and approaches to organizing learning experiences for secondary school students.
3. Foster the skills necessary to select and organize effective learning experiences.
4. Gain a deep understanding of the dynamics involved in the learning process.
5. Acquire the skills needed to address academic and personal challenges faced by students.
6. Obtain knowledge and practical understanding of evaluation procedures, techniques, and their classroom applications.
7. Develop the ability to select, develop, and utilize appropriate evaluation tools.
8. Acquire knowledge and understanding of various aspects of school management.
9. Develop competencies in organizing instructional activities and providing support to students.
10. Foster an appreciation of the teacher's role within the socio-cultural and political context, particularly in the field of education.
11. Cultivate artistic and aesthetic sensibilities among student teachers through Art Education.
12. Foster an understanding of diverse cultures, policies, and practices to establish an inclusive school environment.
13. Gain insights into the curriculum and establish connections between school knowledge and the everyday life of the community.
14. Build a conceptual understanding from subject knowledge using effective teaching methods and communicate these concepts to students.
15. Cultivate awareness and sensitivity towards emerging issues such as the environment, population dynamics, gender equality, legal literacy, the impact of Liberalization-Privatization-Globalization (LPG), critical understanding of ICT, and the significance of Yoga education etc.

### 3.3 Recognition by NCTE & UGC-DEB

The B.Ed. (ODL) programme is recognized by National Council for Teacher Education (NCTE) and UGC - Distance Education Bureau (DEB) vide communication letters vide. NCTE-Reg1019/1607/ 2017 -Regulation Section-SRC, File No. SRCAPP1960/145705 – 145707 dated 2<sup>nd</sup> April 2025 and UGC – DEB Communication dated 18th July,2025 respectively.

### 3.4 Duration of the Programme

The duration of the programme is two academic years (4 Semesters). However, the maximum period allowed for completion of the programme is five years.

### 3.5 Medium of Instruction: Urdu

### 3.6 Semester Mode:

The programme is offered in Semester mode, with four semesters.

### 3.7 Eligibility

The Bachelor of Education (B.Ed.) offered through ODL mode is a professional program for in-service teachers. This is a second degree in teacher education, primarily intended for upgrading the professional competence of working teachers in the primary, secondary, and senior secondary levels who have entered the profession without formal secondary teacher training. It aims to prepare in-service teachers for the secondary stage of education in accordance with the NCTE's notifications regarding minimum qualifications for teacher recruitment. (Preamble, NCTE B.Ed. (ODL) Norms and Standards, 2014).

The University follows the eligibility criteria prescribed by NCTE under B.Ed. (ODL) Norms & Standards, 2014. Clause 4.2 of the said regulation reads as under.

The following categories are eligible to be the students of B.Ed. (ODL)

- (i) Trained in-service teachers in elementary education.
- (ii) Candidates who have completed NCTE recognized teacher education programme through face-to-face mode.
- (iii) The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable.

Apart from the above,

- (i) A candidate with at least fifty percent (50%) marks either in Bachelor's degree and/or in the master's degree in Sciences/Social Sciences/Commerce/Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto from any UGC recognized University are eligible.
- (ii) A candidate must have studied URDU as a subject or medium of instruction up to 10<sup>th</sup> or its equivalent or above, as the mandate of the university is to impart education through Urdu Medium, which is its special character.





Please refer frequently asked questions on ODL programmes given on NCTE website for more clarifications ([https://ncte.gov.in/Website/PDF/faq\\_odl.pdf](https://ncte.gov.in/Website/PDF/faq_odl.pdf))

**NCTE (Recognition Norms & Procedure) Regulations, 2014**

**Frequently Asked Questions on ODL Programmes**

1.	Can a candidate having diploma in teacher education through face-to-face mode and not in any job, be admitted to B.Ed(ODL)?	A person who is a trained in-service teacher in Elementary Education provided he/she possesses BA/BSc/B.Com/MA/MSc/M.Com degree with 50% marks or degree in Engineering/Technology with 55% marks with specialization in Science & Mathematics, is eligible for admission in B.Ed (ODL) programme. The trained teacher means a person who has completed as NCTE recognised teacher education programme through face to face mode. An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education.
2.	Whether music teacher and Physical Education teacher are eligible to be admitted either in B.Ed. or B.Ed. (ODL)?	Music/Physical Education teachers are eligible to be admitted in B.Ed programme if they possess Bachelor/Post Graduate degree in Arts/Science/Social Science/ Commerce with minimum 50% marks or BE/ B.Tech with minimum 55% marks with specialization in Science and Mathematics. However, to be eligible for admission in B.Ed(ODL) programme, they should have acquired a recognised teacher education qualification through face to face mode.
3.	Whether the teachers who have passed D.El.Ed. either through face-to-face or ODL mode eligible for admission in B.Ed(ODL) programme?	The in-service teachers who have passed D.El.Ed. programme face-to-face mode are eligible for admission in B.Ed (ODL) programme.
4.	Whether an In-service teacher having a D.Ed/STC qualification can be enrolled in B.Ed(ODL) Programme without having a Bachelor's Degree?	No. To be eligible for admission in B.Ed.(ODL) programme, an in-service teacher must have Bachelor/Post Graduate degree in Arts/Science/ Social Science/Commerce with minimum 50% marks or BE/B.Tech with minimum 55% marks with specialization in Science and Mathematics besides a NCTE recognised teacher education qualification through face to face mode.
5.	What consideration could be made if a person is working in Armed Forces, having no NCTE recognized teacher training qualification and wish to apply for B.Ed. (ODL) programme?	The eligibility qualification for admission in B.Ed.(ODL) programme is same for everyone including Armed Forces personnel/employees i.e. Bachelor/Post Graduate degree in Arts/Science/ Social Science/ Commerce with minimum 50% marks or BE/B.Tech with minimum 55% marks with specialization in Science and Mathematics and Diploma/ Certificate in Elementary Education. There is no relaxation for Armed Forces personnel's.
6.	Will face-to-face Teacher Education Programme and ODL Programme together form a composite Teacher Education Institution?	No. As per NCTE Regulations 2014, any institution offering more than one teacher education programme, through face to face mode is a composite institution. The ODL programmes are offered by universities/affiliating bodies and TEIs merely function as Study Centres of the ODL institutions offering such programmes.



### 3.8 The students who have completed any one of the following face to face NCTE Recognized Teacher Education Programmes, along with graduation are eligible for Admission in B. Ed. (ODL).

1. Diploma in Early Childhood Education programmes leading to Diploma in Pre-school Education (DPSE - 2 Years)
2. Elementary Teacher Education programme leading to Diploma Elementary Education (D.El.Ed.)
3. Bachelor of elementary teacher education programme leading to Bachelor of Elementary Education (B. El. Ed.) degree.
4. Diploma in Physical Education Programme leading to Diploma in Physical Education (D. P.Ed.)
5. Bachelor of physical education programme leading to bachelor's in physical education (B.P.Ed.)
6. Diploma in arts education (Visual Arts) programme leading to Diploma in Arts Education (VisualArts)
7. Diploma in arts education (Performing Arts) programme leading to Diploma in Arts Education (PerformingArts)

**Note:** Apart from the above, programmes with older nomenclatures like D.Ed., TTC, TCH, UPT, etc duly recognized by NCTE as face-to-face teacher education programmes may also be considered for admission in B.Ed.

### 3.9 Programme Fee

The fee structure for two years B.Ed. programme is as follows:

Programme Name (B.Ed. Programme)	Admission Fee (One time, non-refundable)	Programme Fee for SC/ST/ PWD/ Women/ Transgender (Annual)	Programme fee for Other Students (Annual)	Lab Practical s Fee (Annual)	Examination Fee (Annual)	Development Fee/ Corpus Fund (Annual)	Total Fee for SC/ST/ PWD/ Women / Transgender Students (Annual)	Total Fee in Rupees for other Students (Annual)
<b>Rupees</b>								
<b>1st Year Sem-I, II</b>	1000	9900	16500	1000	2000	1000	14900	<b>21500</b>
<b>2nd Year Sem-III, IV</b>		9900	16500	1000	2000	1000	13900	<b>20500</b>
							<b>28800</b>	<b>42000</b>

The total fee for B.Ed. Programme is as follows;

1. Rs. 42000/- for Unreserved/General, OBC, EWS category Candidates.
2. Rs. 28800/- for SC/ST/PWD/TG & Women category candidates.

The fee is to be paid in full at the time of admission. The candidates will have to pay the fee through online mode at the time of provisional admission. If a candidate fails to pay the fee within the prescribed time, his/her admission will be deemed to have been cancelled.

### 3.10 Fee Revision

The University reserves the right to revise the fee structure of any programme during the programme period. The candidates shall abide by the decisions of the University Authorities and rules and regulations formulated from time to time.

### 3.11 Fee Refund Policy

If the student intends to cancel or discontinue the programme of study at any point of time, she/he may do so only through SAMARTH Portal. The fee refund policy is as follows:

Percentage of refund of aggregate fees	Point of time when notice of withdrawal of admission is served to the University as per the UGC regulations
100%	15 days or more <b>before</b> the formally notified last date of admission.
90%	Less than 15 days <b>before</b> the formally notified last date of admission.
80%	15 days or less <b>after</b> the formally notified last date of admission.
50%	30 days or less but more than 15 days <b>after</b> formally notified last date of admission.
0%	More than 30 days <b>after</b> formally notified last date of admission.

### 3.12 Re-Registration

If a student fails to complete the programme within the stipulated maximum 5 years period, he/she has to Re-Register in the programme, the details of which are as follows:

Sr. No.	Particulars	Fee Amount (In Rupees)
1.	Re-registration in programme	10% of the total fees*
2.	Per course fees	Pro-rata based on number of courses**
3.	Exam Fees (Per course)	300/-
4.	Fifty percent of the admission fee if he/she wants to take the exam of the year concerned	

\* As applicable to the respective categories in the year of re-registration

\*\* pro-rata means total fee total programme courses .eg., 42000/28=1500 x total programme courses

### 3.13 Instructional System

The B.Ed. programme instructional system includes a multi-media approach, i.e., self-instructional print material, audio/video components, assignments, counseling sessions, and practical work in schools and workshops.

- (i) **Printed Self-Learning Material:** The self-learning materials in printed form for both theory and practical components of the programme shall be provided. The Self Learning Material (SLM) shall be sent by registered post. The university shall not be responsible for loss or delay by the postal department.
- (ii) **Audio and Visual Lessons:** The audio and video lessons are supplementary material for the enhancement of understanding of the subject. They will be used during counseling and workshop sessions at respective programme centres. These programmes can also be viewed at the IMC youtube channel.
- (iii) **Assignments:** As per the NCTE Regulations, assignments are an integral and compulsory part of the instructional system. There are mandatory assignments for each theory course. These assignments are to be submitted to the respective programme centres in accordance with the prescribed schedule given in the programme guide.
- (iv) **Counselling and Workshop:** The counseling and workshop sessions will be held at respective programme centres during the scheduled time.
  - a) **Counselling:** There shall be one counselling programme for 6 days duration in each semester. The counselling sessions shall be utilized for providing personalized guidance to the learners regarding content difficulty, field work, teaching practice, projects, assignments, dissertations, time management, study skills etc.
  - b) **Workshop:** There shall be one workshop of 3-days duration in each semester. In the workshop, the learners will be trained and shall acquire competencies and skills which are required by a teacher or teacher educator. Therefore, they shall be engaged in certain activities as individuals or as groups, The Programme Centres shall also make arrangement for practice teaching in classroom and train them in the preparation of teaching aids, research tools, worksheets, course units, assignment, assessment rubrics. The learners shall be given sufficient opportunities to practice what they are supposed to do in the classrooms.
- (v) **School-based activities:** The learners pursuing B.Ed. ODL programme shall be involved in activities which a teacher is supposed to perform in the school.

- (vi) **Teaching Practice and Internship:** The learners shall go through a teaching practice and internship in a secondary school under the supervision of senior teachers.

### Important Instructions

- Attendance in both academic counseling and workshop sessions is mandatory.
- All activities related to B.Ed. Programme such as counseling classes, workshop sessions, assignments etc., will be organized at their respective programme centres only.
- Request of students to participate in the B.Ed. programme related activities at centres other than their allotted centres shall not be considered under any circumstances.

### 3.14 Evaluation

The system of evaluation for both theory and practical work is as follows:

#### Theory

Evaluation of theory courses comprises following aspects:

- Self-evaluation exercises within each unit of study (non-credit).
- Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. There shall be 3/2 assignments per course (3 for 100 marks-4 credits and 2 Assignment for 50 marks-2 credits per course).
- The term-end examination has a weightage of 70% of the total for each course.

#### Practicals

Evaluation of practical courses comprises following aspects:

- Evaluation of performance in workshop-based activities.
- Continuous evaluation of school-based activities and teaching practice.
- Evaluation of internship.



### 3.15 Structure of the Programme

Semester I				Total Credits = 20		Total Marks = 500	
Sr. No	Paper Code	Subject	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED101CCT	Philosophical Foundations of Education	100	4		30	70
2	B9ED102CCT	Psychology of Learner and Learning	100	4		30	70
3	B9ED103CCT	Communicative English	50	2		15	35
	Pedagogy of a School Subjects – Part 1 (Any two subjects)						
4	B9ED101DST	Mathematics	100+100=200	4+4= 8		30+30=60	70+70=140
	B9ED102DST	Biological Sciences					
	B9ED103DST	Social Studies					
	B9ED111DST	Urdu					
	B9ED112DST	Hindi					
	B9ED113DST	English					
	B9ED114DST	Physical Sciences					
5	B9ED101CCP	Workshop Based Activities – I	50		2	50	
				18	2		
		Total	500	20		185	315

Semester II				Total Credits = 20		Total Marks = 500	
Sr. No	Paper Code	Subject	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED201CCT	Sociological Foundations of Education	100	4		30	70
2	B9ED202CCT	Learning and Teaching	100	4		30	70
3	B9ED203CCT	ICT Based Teaching and Learning	50	2		15	35
	Pedagogy of a School Subjects – Part 2 (Any two subjects)						
4	B9ED201DST	Mathematics	100+100=200	4+4= 8		30+30=60	70+70=140
	B9ED202DST	Biological Sciences					
	B9ED203DST	Social Studies					
	B9ED211DST	Urdu					
	B9ED212DST	Hindi					
	B9ED213DST	English					
	B9ED214DST	Physical Sciences					
5	B9ED201CCP	Workshop Based Activities - II	50		2	50	
				18	2		
		Total	500	20		185	315

**Semester III**

**Total Credits = 20**

**Total Marks = 500**

Sr.No	Paper Codes	Subject Name	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED301CCT	Assessment for Learning	100	4		30	70
2	B9ED302CCT	School Management	50	2		15	35
3	B9ED303CCT	ICT Competencies	50	2		15	35
4	B9ED301EPC	Art in Education	50		2	50	
5	B9ED302EPC	Reading and Reflecting on Texts	50		2	50	
6	B9ED301CCP	Workshop Based Activities - III	50		2	50	
7	B9ED302CCP	School Based Activities - I	50		2	50	
8	B9ED303CCP	Teaching Practice & Internship (Under Supervision for three months) TP-I	100		4	100	
				8	12		
	Total Marks		500	20		360	140

**Semester IV**

**Total Credits = 20**

**Total Marks = 500**

Sr. No	Paper Codes	Subject Name	Marks	Credits		Internal Assessment	External Assessment
				Theory	Practical		
1	B9ED401CCT	Contemporary issues in Education	100	4	-	30	70
2	B9ED402CCT	Environmental Education	50	2	-	15	35
3	B9ED403CCT	Inclusive Education	50	2	-	15	35
4	B9ED404CCT	Health and Physical Education	50	2	-	15	35
5	B9ED401EPC	Understanding the Self	50	-	2	50	
6	B9ED401CCP	Workshop Based Activities - IV	50	-	2	50	
7	B9ED402CCP	School Based Activities - II	50	-	2	50	
8	B9ED403CCP	Final Lessons (Under Supervision) TP-II	100	-	4	100	
				10	10		
	Total Marks		500	20		325	175

### Semester-wise Breakup

Sr. No	Semester	Marks	Credits		Internal Assessment	External Assessment
			Theory	Practical		
1	Semester I	500	18	2	185	315
2	Semester II	500	18	2	185	315
3	Semester III	500	08	12	360	140
4	Semester IV	500	10	10	325	175
	<b>TOTAL</b>	<b>2000</b>	<b>80</b>		<b>1055</b>	<b>945</b>

### Credits & Marks Breakup:

Sr. No	Particulars	Credit	Marks
1	CCT – Core Course Theory	38	950
2	EPC – Enhancing Professional Capabilities Course	06	150
3	DST – Discipline Specific Theory (Elective Course)	16	400
4	CCP – Core Course Practical	20	500
	<b>Total</b>	<b>80</b>	<b>2000</b>

### Core Course Practical

Sr. No	Core Practical Course	Credits	Marks
1	School Based Activities - I	2	50
2	School Based Activities - II	2	50
3	Workshop Based Activities - I	2	50
4	Workshop Based Activities - II	2	50
5	Workshop Based Activities - III	2	50
6	Workshop Based Activities - IV	2	50
7	Teaching Practice (Under Supervision)	4	100
8	Internship & Final Lessons (Under Supervision)	4	100
	<b>Total</b>	<b>20</b>	<b>500</b>

### Abstract (Semester wise Distribution of Credits and Marks)

Semester	Credits			Marks		
	Theory	Practical	Total	Theory	Practical	Total
1 <sup>st</sup> Semester	18	02	20	450	50	500
2 <sup>nd</sup> Semester	18	02	20	450	50	500
3 <sup>rd</sup> Semester	08	12	20	200	300	500
4 <sup>th</sup> Semester	10	10	20	250	250	500
<b>Total</b>	<b>54</b>	<b>26</b>	<b>80</b>	<b>1350</b>	<b>650</b>	<b>2000</b>
<b>Grand Total</b>	<b>80</b>			<b>2000</b>		

## 4. Process of Admission

- Admissions are based on the merit list of Entrance Test conducted by MANUU.
- Online application forms are available on the University website at-

<https://manuuadmission.samarth.edu.in/2025>

- c) While filling up application forms, candidates shall upload soft copies of all required documents.
- d) The candidate must appear for the Entrance Test at the selected Entrance Test Center.
- e) If selected, the original documents will be verified at the time of admissions.
- f) The candidate will pay **registration fee through online mode only** while filling-up the application form.
- g) Registration fee: Rs.1,000/-

**Note:** *Registration fee once paid shall not be refunded. However, in case of double transactions, university may refund the excess fee received after verifying the claims. The candidates claiming to be coming under the reserved category, will have to support their claims with relevant documents while filling up the application forms, which will be verified at the time of admissions. If the registration form is incomplete, it will be cancelled.*

#### **4.1 Entrance Test**

The Entrance Test will be conducted on the specified date and at centers. Hall tickets can be downloaded from the University website at <https://manuuadmission.samarth.edu.in/2025> using the username and password provided by the University at the time of filling-up the application form. Admissions are given only based on the merit list of the Entrance Test conducted by MANUU.

The provisional admissions to the programme shall be given to the candidates subject to their ranks in Entrance Test and on production of proof of eligibility at the time of document verification. The number of seats at each programme Centre is 50 only. The University has the right to conduct or change the examination center of the candidates without assigning any reason thereof.

#### **4.2 Structure of the Entrance Test Paper for B.Ed.**

The Entrance Test paper will consist of two parts A & B. The total number of questions will be 100 and each question will carry one mark. Thus, maximum marks allotted to the test is 100. The maximum time for the Entrance Test, consisting of two parts A & B, is Two Hours.

Section	Types of Questions	No. of Questions	Marks
---------	--------------------	------------------	-------



<b>Part-A</b>			
Section I	General English	15	15
Section II	General Urdu	15	15
<b>Part –B</b>			
Section III	General Awareness	25	25
Section IV	Logical & Analytical Reasoning	25	25
Section V	Teaching & Learning	20	20
<b>Total</b>		<b>100</b>	<b>100</b>

All questions for the Entrance Test shall be in objective format and in Urdu script except for Section I General English. For each question, there shall be four answer choices and only one of them will be correct. The candidate will have to select the correct answer.

### 4.3 List of Entrance Test Centers

Entrance Test shall be held at the following Centres. The candidates may select the Centre as per their convenience. The Venue of the Exam Centre will be displayed on the Hall-Ticket. Please note that it is not necessary that the candidate shall have to take admission at the centre where they have appeared for their respective Entrance Test.

1. Dept. of Education & Training, MANUU, Hyderabad	2. MANUU CTE, Asansol, West Bengal
3. MANUU CTE / Marathwada College of Education, Chhatrapati Sambhajinagar (Aurangabad), Maharashtra	4. MANUU CTE, Bhopal, Madhya Pradesh
5. MANUU CTE, Bidar, Karnataka	6. MANUU CTE, Darbhanga, Bihar
7. MANUU CTE, Srinagar, J&K	8. Regional Center – Delhi
9. MANUU Campus, Varanasi, ( Aarya Mahila PG Cllege , Chetganj, Varanasi, Uttar Pradesh)	

### 4.4 How to Fill the Information in the OMR Response Sheet

1. Write your complete 10-digit Hall-ticket number, Name, Address, and other necessary information in the space provided in the OMR Response Sheet. For example, the hall ticket number will be filled in like this: Hallticket Number: 2406035461.
2. Ensure that the Invigilator in your examination hall also puts his/her signature with date on the OMR response sheet at the space provided.

3. Use only blue or black ball pen to mark the answers to the questions on the OMR response sheet.
4. Do not make any unwanted markings on the OMR Response Sheet.
5. Write correct information in numerical digits in Enrolment number and Exam Center Code in the spaces provided.
6. Each question is followed by four probable answers, which are numbered as A, B, C & D. Candidate should select and mark only one answer, which they consider to be most appropriate or correct.
7. No marks will be awarded if more than one answer is given for one question.
8. There will be **No negative marking** for wrong answers.

#### 4.5 General Instructions for Entrance Test

1. Mobile phones, Calculators, electronic gadgets, books, slide-rules, foot-rules, note-books, written notes, etc. will not be allowed inside the examination hall.
2. Candidate should follow the instructions given by the Centre Superintendent and by Invigilators at the examination venue. In case of any violation, the candidate will be disqualified.
3. Any candidate found copying or receiving/giving assistance in the examination will be disqualified.
4. The test booklet and the OMR response sheet will be supplied to the candidates by the Invigilators before the starting time of the exam. After the exam is over, candidates are required to hand over the OMR response sheet to the Invigilator before leaving the examination hall. Any candidate who does not return the response sheet will be disqualified, and the University may take further action against him/her. Candidates arriving half an hour late at the examination centre will not be permitted.
5. Candidates will not be allowed to leave the examination hall till half an hour before the closing time of the exam.
6. Rough work is to be done on the test booklet itself and not on any other paper.
7. Candidates should bring their hall tickets to appear in the entrance test along with photo ID card, such as Voter ID, Aadhar, Driving License, Pan Card etc. for verification.
8. At the time of admission, the candidate is supposed to submit the Hall Ticket, duly signed by the Invigilator concerned of exam centre, to the Admission In-charge with the programme fee prescribed.



**B.Ed. Prospectus**  
**CDOE 2025-26**

مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**



**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
**OMR SHEET** SI.No. 79984



Box No.1:

Name :  
Father's Name :  
Date of Birth :  
Programme/Course :  
ET Centre :  
Subject :  
Address :

UNIVERSITY COPY

Box No.2: Hall Ticket Number

1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0



Box No.3:

Signature of the Candidate with date

Box No.4:

Name & Signature of the Invigilator with date

Read the Instructions given overleaf carefully, before you darken the circle for marking the answers

Q.No.	Q.No.	Q.No.	Q.No.
1	A B C D	26	A B C D
2	A B C D	27	A B C D
3	A B C D	28	A B C D
4	A B C D	29	A B C D
5	A B C D	30	A B C D
6	A B C D	31	A B C D
7	A B C D	32	A B C D
8	A B C D	33	A B C D
9	A B C D	34	A B C D
10	A B C D	35	A B C D
11	A B C D	36	A B C D
12	A B C D	37	A B C D
13	A B C D	38	A B C D
14	A B C D	39	A B C D
15	A B C D	40	A B C D
16	A B C D	41	A B C D
17	A B C D	42	A B C D
18	A B C D	43	A B C D
19	A B C D	44	A B C D
20	A B C D	45	A B C D
21	A B C D	46	A B C D
22	A B C D	47	A B C D
23	A B C D	48	A B C D
24	A B C D	49	A B C D
25	A B C D	50	A B C D
51	A B C D	52	A B C D
53	A B C D	54	A B C D
55	A B C D	56	A B C D
57	A B C D	58	A B C D
59	A B C D	60	A B C D
61	A B C D	62	A B C D
63	A B C D	64	A B C D
65	A B C D	66	A B C D
67	A B C D	68	A B C D
69	A B C D	70	A B C D
71	A B C D	72	A B C D
73	A B C D	74	A B C D
75	A B C D	76	A B C D
77	A B C D	78	A B C D
79	A B C D	80	A B C D
81	A B C D	82	A B C D
83	A B C D	84	A B C D
85	A B C D	86	A B C D
87	A B C D	88	A B C D
89	A B C D	90	A B C D
91	A B C D	92	A B C D
93	A B C D	94	A B C D
95	A B C D	96	A B C D
97	A B C D	98	A B C D
99	A B C D	100	A B C D

INSTRUCTIONS TO INVIGILATOR: PLEASE FOLD AT PERFORATION AND THEN TEAR AFTER EXAMINATION IS OVER



### Instructions to fill the OMR Sheet

- Box No.1: The candidate must enter his/her name in capital letters and all the details sought.  
Box No.2: The candidate must enter his/her Hall Ticket Number in the squares and darken the circle corresponding to the number below.  
Box No.3: The candidate is required to sign inside the box and put the date.  
Box No.4: The Invigilator shall sign inside the box with date.

### How to fill OMR Answer Sheet Box

The candidate is requested to read the Questions in the Question Booklet carefully and choose the correct/best alternative from A, B, C, D. In the OMR Answer Sheet, Question numbers are provided vertically from 1 to 100. Against each Question four alternatives, A B C D are provided in circles that the candidate chooses as his/her answer.

Please start darkening the circle from Question.no.1 in case if the total no. of Questions are less than hundred. Suppose there are fifty questions, then darken the circles from Question.no.1 to Question.no.50. Do not darken any circle exceeding the Questions. If a candidate does so, his/her paper shall be considered invalid.

### General Instructions:

1. This answer sheet will be processed by electronic means and should not be folded.
2. Incorrect and incomplete filling of this answer sheet shall make it invalid and it is the total responsibility of the candidate.
3. Please handover this OMR Answer Sheet to the invigilator before you leave the examination hall.
4. Please use the Blue/Black ball point pen to shade/darken the circles. Please do not make any corrections either with whitener or with any object.
5. If you mark more than one circle for a given question, it shall invalidate your answer.
6. If any candidate indulges in Impersonation/Malpractice, he/she shall be debarred for life in taking any examination in MANUU.
7. For any grievance, student should bring the copy of his OMR sheet.

### ادیم آر اطلاعاتی حصہ پُر کرنے سے متعلق ہدایات

1. ہر سوال پر ایک دائرہ (A, B, C, D) میں سے ایک دائرہ کو گہرا کیجیے۔
2. ہر سوال پر ایک دائرہ (A, B, C, D) میں سے ایک دائرہ کو گہرا کیجیے۔
3. ہر سوال پر ایک دائرہ (A, B, C, D) میں سے ایک دائرہ کو گہرا کیجیے۔
4. ہر سوال پر ایک دائرہ (A, B, C, D) میں سے ایک دائرہ کو گہرا کیجیے۔

### ادیم آر جوابی بیاض کس طرح پُر کریں

ادیم آر (OMR) جوابی بیاض میں 100 سوال نمبر درج ہیں۔ ہر سوال نمبر کے سامنے چار متبادل جوابات A, B, C, D درج کیے گئے ہیں۔ کاندیدہ کو یہ سہولت دی گئی ہے کہ وہ اپنے منتخب کردہ جواب کے دائرہ کو گہرا کرے۔

اگر کسی پرچہ میں سو سے کم سوالات ہیں تو OMR شیٹ میں اتنے ہی جوابات دیے جائیں۔ فرض کیجیے کہ پرچہ میں 50 سوالات ہیں تو جواب ایک سے پچاس تک کی OMR شیٹ میں دیا جائے۔ اگر کوئی امیدوار سوالات سے بڑھ کر دائرہ کو گہرا کرے اس کا پرچہ جانچا نہیں جائے گا۔

### عمومی ہدایات

1. چمک جوابی بیاض نکھڑا کر طریقہ سے چائی جاتی ہے اس لیے اسے مت موڑیے۔
2. لکھنا اور لکھنا جوابی بیاض پر کر دیا جائے گی اور اس کی نقل ذمہ داری امیدوار پر ہوگی۔
3. امتحان ہال سے نکلنے سے پہلے ادیم آر جوابی (OMR) بیاض کے ساتھ سوالات کا کتابچہ چھن کے حوالے کر دیجیے۔
4. دائروں کو گہرا کرنے کے لیے لکھنا کا اہل یا انکسٹنٹ استعمال کیجیے۔ اس میں داغ یا کسی اور چیز سے مت کیجیے۔
5. کسی سوال کے جواب میں دو دائرے گہرا کرنے کی صورت میں جواب مسترد ہو جائے گا۔
6. اگر کوئی امیدوار اصل امتحانی حالت میں پکڑا جائے تو اسے مانو کے کسی بھی امتحان میں شرکت سے محروم کر دیا جائے گا۔
7. کسی بھی شکایت کے لیے ضروری ہے کہ امیدوار OMR شیٹ کی کاپی اپنے ساتھ لائیں۔

### اطلاعاتی حصہ پُر کرنے کی مثال

فرض کیجیے کہ کوئی امیدوار بی ای کے لیے داخلہ لکھ رہا ہے، اس کا ہال ٹکٹ نمبر 1923804567 ہے، وہ متحفظہ خانوں کو نیچے دی گئی مثال کی طرح پُر کرے۔

### Example showing how to fill the information part:

Suppose if a candidate writes E.T. for B.Ed. programme and his/her Roll No. is 1923804567, then he/she shall fill the boxes in the following way:

Box No.2: Hall Ticket Number									
1	9	2	3	8	0	4	5	6	7
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9
0	0	0	0	0	0	0	0	0	0



#### 4.6 Declaration of Results, Rank and Merit Lists

1. The result of Entrance Test indicating the rank will be uploaded on MANUU website (<https://dde.manuu.edu.in/>) on the date specified. The qualifying candidates will be given rank according to the merit obtained in the Entrance Test.
2. The candidates are advised to visit the university website frequently for updates about the entrance test results, merit lists and admissions, etc.
3. The information will also be provided to the students through their provided functional registered email addresses. In case of any delay and non delivery of the information, university will not be responsible.
4. The qualified and called for candidates (**As per merit lists**) shall have to appear / attend online verification of documents by the verification officer.
5. After document verification student will be allowed to pay the fees online and provisional admission will be given through SAMARTH portal.
6. The candidates are required to submit two sets of self attested photocopies of the Original Documents along with four passport size photographs and original photo identity proof such as Voter ID, Aadhar, Driving License, Pan Card etc. at the programme center.
7. The candidates are required to submit Original copies of Employment Certificate (Annexure I) and School Permission Certificate (Annexure II) at the programme center.

#### 4.7 Online Documents Verification

The document verification will be conducted online through SAMARTH portal. All candidates are requested to upload relevant documents while applying for admission at SAMARTH portal. Please refer list of documents at **point no. 4.8** which is as under.

#### 4.8 Documents to be submitted by the Candidate at the Time of Verification

The following Certificates / Documents shall be verified at the time of admissions for selected candidates only.

- Certificate of having studied Urdu at SSC/ 10th or higher level as a subject or medium.
- S.S.C./10th or other relevant documents (for Date of Birth, Candidate's Name and Father's name.)
- All mark memos and certificates of graduation (I, II, IIIrd year) and post-graduation if applicable.

- Certificate of NCTE recognized teacher training programme (D.Ed./D.El.Ed./Other) through face-to-face mode as mentioned in the [eligibility criteria](#).
- Employment Certificate of a recognized school in the prescribed Proforma (Annexure-I). **It is mandatory that Employment Certificate must be counter signed by DEO/ BEO/MEO.**
- Appointment Order/Letter
- Permission Certificate issued by a recognized secondary school to the selected candidate for undertaking practical activities. (Annexure-II)
- Migration Certificate from the University/College last attended, if applicable.
- Certificate in support of claimed reservation (SC/ST/OBC/EWS/PWD/other) category, as per Govt. of India formats, if applicable.
- Any other relevant document

#### 4.9 List of Programme Centres/ Exam Centres

For providing individual support to its learners, the University has established 20 B.Ed. Programme Centres throughout the country. These Programme Centres are coordinated by the respective Programme Centre coordinators. These Programme Centres function under the respective Regional/Sub-Regional Centres. At the programme Centres, the learners interact with the Academic Counselors as well as their peer group, refer books in the library, watch/listen to Video/Audio Cassettes & DVD's etc. Workshop activities are also conducted at these centres. For any queries, they can contact their respective Programme Centre Coordinators.

Sr. No.	Programme Centre	Coordinator with contact number	Concerned Regional Centre
1	Center for Distance and Online Education (CDOE), (Formerly known as DDE) MANUU Campus, Gachibowli-500 032 Hyderabad	Dr. Shaikh Wasim 9527819587	CDOE Headquarters, Gachibowli, Hyderabad -500 032
2	Dept. of Education & Training, MANUU Campus, Gachibowli, Hyderabad-500032, (TS)	Dr. Shaikh Ehteshamuddin 9028169191	SRC, Hyderabad Room No. 607, 6th Floor, Haj House Building, Opp, Public Garden Nampally, Hyderabad,
3	Osmania College of Education, H.No. 11/9 Peta, Kawadi Street, Kurnool,	Dr. S. Mumtaz Begum	



**B.Ed. Prospectus**  
**CDOE 2025-26**

مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**



	Andhra Pradesh.	9848357405	Telengana-500001
4	Panchsheel College of Education, Street Gajulpet, Dist. Nirmal- 504 106 (TS)	Dr. Abdul Naveed 9948808786	
5	MANUU College of Teacher Education, DRP Educational Campus, Opp: Taj Residency, Mahmood Pura, Rauza Bagh, Chhatrapati Sambhajnagar (Aurangabad) - 431 001 (MS)	Dr. Badarul Islam 9860954935	
6	Marthwada College of Education, Dr. Rafiq Zakaria Marg, Rauza Bagh, Chhatrapati Sambhajnagar (Aurangabad) - 431 001 (MS)	Dr. Shaikh Shakeel Majeed 9923020030	Mumbai Regional Centre, MANUU, Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703. (MS)
7	Iqra College of Education, G.No. 25/2, Iqra Nagar, Shirsolli Road, Mohandi Shivar, Jalgaon - 425 001 (MS)	Mr. Irfan Iqbal Shaikh 9923444387	
8	A.M. College of Education, Khatoon Educational Campus, Malegaon-423 203, Nasik (MS)	Dr. Shaikh Mujeeb Shaikh Zameer 7385006625	
9	Jamia College of Education, Jamia Campus Molgi Road, Akkalkuwa, Nandurbar - 425415 (MS)	Dr. Chirakhoddin Pinjari 9890362053	
10	Al-Ameen College of Education, Hosur Road Near Lal-Bagh Main Gate, Behind Al-Ameen Tower Bangalore, 560027, Ka rnataka	Dr. H.R. Sudha 9845557580	Bangaluru Regional Center, MANUU, Al-Ameen College of Education, Near Lal Bagh, Main Gate, Hosure Road, Bangaluru - 560027.
11	Anjuman-E-Islam's College of Education, Mangoli Road, Vijayapur - 586 101, Karnataka	Dr. Nahida Anjum Bagali 8217699627	
12	MANUU College of Teacher Education, Shaheen Nagar, Shahapur Gate, Bidar - 585 401, Karnataka.	Dr. Hina Hasan 7599359313	
13	MANUU College of Teacher Education, Shanti Nagar, Behind Holy Family School, Godarmau Airport Road Gandhi Nagar Bhopal - 426036 (MP)	Dr. Jaki Mumtaz 9452056765	Bhopal Regional Centre, MANUU, Shanti Nagar, Behind Holy Family School, Godarmau Airport Road Gandhi
14	Dr. Zakir Hussain Teacher Training Institute,	Dr. Zaki Anwar 9826627310	



	Surury Campus, PB No. 52, Station, Dargah Road, Burhanpur - 450 331 (MP)		Nagar Bhopal - 426036 (MP)
15	MANUU College of Teacher Education, Ilyas Ashraf Nagar Chandan Patti, Laheria Sarai, Darbhanga, Bihar	Dr. Shafayat Ahmed 7091490018	Darbhanga Regional Center MANUU Mohalla - Ismail Ganj (Near Khan Lodge), Laheria Sarai, Darbhanga - 846 001 (Bihar).
16	MANUU College of Teacher Education, Danishgah Islamia High School Campus, School Lane, Hutton Road Asansol- 713301,	Dr. Syed Tauquir Imam 8637088250	Kolkata Regional Centre, MANUU, 1A/1, Mohsin Hall, 3rd Floor, Chatu Babu Lane, P.O: Entally, Kolkata-700 014 West Bengal
17	MANUU College of Teacher Education, Nuh, MANUU Satellite Campus, Village Palla, District Nuh Mewat-122107 (HR)	Dr. Ansarul Hasan 8218038996	Delhi Regional Centre, MANUU, 164, First Floor, Sukhdev Vihar, Near Masigarh Church, New Delhi - 110 025
18	MANUU College of Teacher Education, Al-Tarin, ITI, Behjoi Road, Sambhal- 244 302 (UP)	Dr. Farha Deeba Bazmi 8899948755	
19	Al-Fatima Education Society, B.Ed. College, Goinpura, Phulwarisharif, Patna - 801 505	Dr. Md. Anwar 9308568805	Patna Regional Centre, MANUU, 2nd floor Bihar State Co-op Bank, Building Ashok Rajpath, Near B.N. College, Patna-800004 (Bihar)
20	MANUU College of Teacher Education, Humhama, Ompora Road Near KSERT College, Srinagar-190021	Prof. Bilal Rafiq Shah 9419097021	MANUU Regional Centre, Srinagar House No. 18-B, Opposite Beeco Gallery, Jawahar Nagar, Srinagar Jammu and Kashmir - 190008



**Note:** Qualified candidates may **choose any 10 out of the 20 Programme Centres (PC)** listed above for admission, based on their preference and subject to seat availability at the selected centre as per merit. Please note that each PC will have a single unit with a maximum **intake of 50 seats**. Once a centre has been allotted, **no changes** will be permitted under any circumstances. **The Qualified candidates may opt any one programme centre** of their choice for Term End Examinations. It will be considered as their exam centre. Exam centre once allotted will not be changed.

#### **4.10 Cancellation of Admission**

Admissions shall be cancelled without any refund of fee on the following grounds:

- I. **Claim of wrong/incomplete eligibility**
- II. **Submission of incomplete documents**
- III. **Submission of incorrect/forged documents**
- IV. **Disciplinary grounds**
- V. **Any other, on the discretion of the University**

### **5. Tentative Admission Schedule for B.Ed. (ODL)**

1.	Issue of Admission Notification	27 <sup>th</sup> July, 2025
2.	Opening of SAMARTH Admission Portal	28 <sup>th</sup> July, 2025
3.	Last date of submission of Forms (Online)	20 <sup>th</sup> August, 2025
4.	Issue of Hall ticket	22 <sup>nd</sup> August, 2025
5.	Date of Entrance Test	24 <sup>th</sup> August, 2025
6.	Declaration of General Rank List (Result)	29 <sup>th</sup> August, 2025
7.	Declaration of 1 <sup>st</sup> Merit List	2 <sup>nd</sup> Sept, 2025
8.	Online Document Verification / Admission Counselling & Payment of Fee	2 <sup>nd</sup> to 6 <sup>th</sup> Sept, 2025
9.	Declaration of 2 <sup>nd</sup> Merit List (If needed)	9 <sup>th</sup> Sept, 2025
10.	Online Document Verification / Admission Counselling & Payment of Fee	9 <sup>th</sup> to 10 <sup>th</sup> Sept, 2025
11.	Spot Admissions & Payment of Fee (If needed)	12 <sup>th</sup> to 13 <sup>th</sup> Sept, 2025
12.	Last Date of Admission	14 <sup>th</sup> Sept, 2025 (06.00 pm)

Note: These are tentative dates, students are advised to visit the University website for updates.

## 6. Contact Numbers for Grievances

### Contact Numbers for Grievances

Student Support Service Unit: 04023008463, 040-23120600 (Ext: 2207 & 2208)

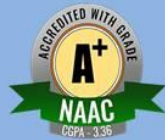
([ssu.dde@manuu.edu.in](mailto:ssu.dde@manuu.edu.in)) ([bedcoordinator@manuu.edu.in](mailto:bedcoordinator@manuu.edu.in))

Examination Branch: 040-2300 6605, 2300 8408; ([distance.exam@manuu.edu.in](mailto:distance.exam@manuu.edu.in))

Website: [www.manuu.edu.in](http://www.manuu.edu.in)

## 7. Regional and Sub-Regional Centres (RCs & SRCs)

S. No.	Name and Address of the Regional Centre	Name of the Regional Director/ In-Charge	Contact Details
<b>Regional Centre</b>			
1.	<b>MANUU Regional Centre – Bangalore</b> #7, 1st Floor, Al-Ameen Commercial Complex, Hosur Road, Near Lal Bagh Main Gate, Bangalore – 560027, Karnataka	Prof. Khazi Ziaullah, <i>Regional Director</i>	(M): 9886080471 (Off): 080-22115687 (Fax): 080-22115707 email: <a href="mailto:rd.bangalore@manuu.ac.in">rd.bangalore@manuu.ac.in</a>
2.	<b>MANUU Regional Centre – Bhopal</b> MANUU Bhopal Campus, Shanti Nagar, Behind Holy Family School, Near Prakash Vidyalaya, Airport Road, Gonder, Bhopal – 462036, Madhya Pradesh	Dr. Mohd. Ahsan, <i>Regional Director</i>	(M): 9425016862 (Off): 0755-2736930, email: <a href="mailto:rd.bhopal@manuu.edu.in">rd.bhopal@manuu.edu.in</a>
3.	<b>MANUU Regional Centre – Darbhanga</b> 2nd Floor, Imambari, Ismailganj, Back of Eidgah, Laheriasarai, Darbhanga – 846001, Bihar	Dr. M. Mazhar Quadri, <i>Assistant Regional Director</i>	(M): 9849034125 (Off): 06272-221138, email: <a href="mailto:rd.darbhanga@manuu.edu.in">rd.darbhanga@manuu.edu.in</a>
4.	<b>MANUU Regional Centre – Delhi</b> First & Second Floor, Building No. 1, Malhan Business Centre, Sunlight Colony – 2, Ashram, New Delhi – 110014	Mrs. Ruchika Kem, <i>Regional Director</i>	(M): 09990005679 (Off): 011-26934762 email: <a href="mailto:rd.delhi@manuu.edu.in">rd.delhi@manuu.edu.in</a> , <a href="mailto:ruchika.kem@gmail.com">ruchika.kem@gmail.com</a>
5.	<b>MANUU Regional Centre – Kolkata</b> 1A/1 Chatu Babu Lane, 3rd Floor, Mohsin Hall, Kolkata – 700014, West Bengal	Prof. Rafeed Ali, <i>In-charge</i>	(M): 9433114692 (Off): 033-22654568 email: <a href="mailto:rd.kolkata@manuu.edu.in">rd.kolkata@manuu.edu.in</a>
6.	<b>MANUU Regional Centre – Mumbai</b> Plot No. 60, Lane G, Near Modern School, Sector 8, Vashi, Navi Mumbai	Dr. Shaik Abul Barkat, <i>Regional Director</i>	(M): 9423363028 (Off): 022-2782051 email:



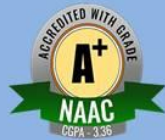
	– 400703, Maharashtra		<a href="mailto:rd.mumbai@manuu.edu.in">rd.mumbai@manuu.edu.in</a>
7.	<b>MANUU Regional Centre – Patna</b> 2nd Floor, Masjid Mulla Shadman Annexe Building, Near NIT, Golakpur, Patna – 800006, Bihar	Dr. Hasanuddin Haider, <i>In-charge</i>	(M): 9431011516 (Off): 0612-2678044 email: <a href="mailto:rd.patna@manuu.edu.in">rd.patna@manuu.edu.in</a>
8.	<b>MANUU Regional Centre – Ranchi</b> House No. 1/2, First Floor, Rasaldar Nagar, Doranda, Ranchi – 834002, Jharkhand	Dr. Md. Umar Farooque Azam <i>Assistant Regional Director</i>	(M): 9011004970 (Off): 0651-2491105 email: <a href="mailto:ard.ranchi@manuu.edu.in">ard.ranchi@manuu.edu.in</a>
9.	<b>MANUU Regional Centre – Srinagar</b> House No. 18-B, Opposite Beeco Gallery, Jawahar Nagar, Srinagar – 190008, Jammu and Kashmir	Dr. Mohd Aijaz Ashraf, <i>Regional Director</i>	(M): 9419529585 (Off): 0194-2310221 email: <a href="mailto:rd.srinagar@manuu.edu.in">rd.srinagar@manuu.edu.in</a>
<b>Sub-Regional Centre</b>			
10.	<b>MANUU Sub Regional Centre – Amravati</b> Sagar Nagar, Near Camp Masjid, Old Bypass Road, Chaprasi Pura, Amravati – 444602, Maharashtra	Dr. Mohd. Ahsan, <i>In-charge Regional Director</i>	(M): 9425016862 (Off+Fax): 0721-552654 Email: <a href="mailto:src.amravati@manuu.edu.in">src.amravati@manuu.edu.in</a>
11.	<b>MANUU Sub Regional Centre – Hyderabad</b> Room No. 607, 6th Floor, Haj House Building, Opp. Public Garden, Nampally, Hyderabad – 500001, Telangana	Dr. Shamsuddin Ansari, <i>Regional Director</i>	(M): 9493598298 (Off): 040-24526656 email: <a href="mailto:src.hyd@manuu.edu.in">src.hyd@manuu.edu.in</a> <a href="mailto:rd.hyderabad@manuu.edu.in">rd.hyderabad@manuu.edu.in</a>
12.	<b>MANUU Sub Regional Centre – Jammu</b> House No. 64, Lane No. 1, Gujjar Colony, Stadium Morh, Bypass, Channi Himmat, Jammu – 180015, Jammu & Kashmir	Dr. Abdul Ghani, <i>Regional Director</i>	(M): 9419963002 (Off): 0191-2460150 email: <a href="mailto:ard.jammu@manuu.edu.in">ard.jammu@manuu.edu.in</a>
13.	<b>MANUU Sub Regional Centre – Lucknow</b> 504/122, Tagore Marg, Near Shabab Market, Lucknow – 226020, Uttar Pradesh	Dr. Huma Yaqub, <i>In-charge</i>	(M): 08127158103 email: <a href="mailto:src.lucknow1@gmail.com">src.lucknow1@gmail.com</a>
14.	<b>MANUU Sub Regional Centre – Nuh</b> MANUU Satellite Campus, Village Palla, Nuh, District Mewat – 122107, Haryana	Dr. Reyaz Ahmad <i>In-charge</i>	(M) 9052112740 email: <a href="mailto:rd.nuh@manuu.edu.in">rd.nuh@manuu.edu.in</a> <a href="mailto:manuusrcnuh@gmail.com">manuusrcnuh@gmail.com</a>
15.	<b>MANUU Sub Regional Centre – Varanasi</b> Ground Floor, H.No. C19/187-7A-1, 2, Gulab Bagh, Sigra, Varanasi – 221010, Uttar Pradesh	Dr. Mohd Shamsuddin, <i>Assistant Regional Director</i>	(M): 9911487568 email: <a href="mailto:srcvaranasi@manuu.edu.in">srcvaranasi@manuu.edu.in</a> <a href="mailto:shamsaziz@manuu.edu.in">shamsaziz@manuu.edu.in</a>

<b>16.</b>	<b>MANUU Sub Regional Centre- Hyderabad</b> <b>Extension Centre, SAMANA College</b> of Design Studies, Opp. HDFC Bank, M. G. Road, Vijayawada – 520010, Andhra Pradesh	Professor Samana Hussaini, <i>In-charge</i>	(M): 9106528786 email: <a href="mailto:scds.manuu@gmail.com">scds.manuu@gmail.com</a>
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## 8. Frequently Asked Questions (FAQs)

S. No	Question	Answer
1.	Are all the Programmes recognised by UGC-DEB and NCTE?	Yes, all Programmes offered by MANUU through Distance Mode are recognised by UGC-DEB and NCTE wherever applicable. All programmes are approved by statutory bodies of the University.
2.	What is the website address of CDOE, MANUU?	<a href="https://manuu.edu.in/dde">https://manuu.edu.in/dde</a>
3.	What is the admission process?	For admission, a candidate has to fill the Online Application Form along with supporting documents to be uploaded and pay the fee through Online mode only. For more details, please refer to the current year Prospectus
4.	What documents are to be scanned and uploaded along with the application form?	Proof of Date of Birth Qualifying Exam Certificate Proof of the knowledge of Urdu (If applicable) Service Certificate (If applicable) Category Certificate (If applicable) Passport Size Photograph Signature. For more details, please refer to the current year Prospectus
5.	Does the University have Learner Support Centres, Programme Centres, Exam Centres?	Yes, the University has Learner Support Centres, Programme Centres and Exam Centres
6.	Can a foreigner / NRI residing abroad take admission?	Strictly as per the guidelines of Association of Indian Universities, subject to verification of equivalence of qualification and University rules governed by UGC-DEB Regulations.
7.	Are any assignments to be submitted?	Yes, assignments are to be submitted only at the respective Programme centre as per the schedule.
8.	What marks have been prescribed for assignments and term end examinations?	30 marks for assignments and 70 marks for Term end Examinations.
9.	What should I do if I do not receive	Send an email with details of enrolment





	the Self Learning Material (study material)?	number, Programme and correct address to: ismail@manuu.edu.in
10.	What is the mode of payment of admission and examination fee?	Payment is acceptable through Online mode -
11.	What is the last date for submission of assignments?	Please refer to the Academic Calendar of the current year
12.	What is the re-registration procedure?	Please contact the Student Support Service Unit. 04023008463 ssu.dde@manuu.edu.in
13.	What is the Programme duration of the CDOE courses?	Please refer to the current year Prospectus.
14.	What is the maximum age limit for ODL Programmes?	There is no upper age limit.
15.	Can I move to the next semester/year without appearing /passing in the examination?	Yes, but you must pay the next year fee as per schedule.
16.	Can I pursue any other course of any other University, in parallel to this ODL Programme?	Yes, as per UGC guidelines
17.	How can I get Marks Memos after the declaration of results?	Consolidated marks memo will be dispatched to your given address after successful completion of the Programme.
18.	<b>Whether the signature and stamp of DEO/ BEO is necessary on employment certificates?</b>	<b>Yes, it is necessary.</b>
19.	How will I get the Hall ticket for appearing for the examination?	Hall Ticket / Admit Card will be made available Online on your SAMARTH dashboard.
20.	Can I take admission in regular mode of MANUU after successfully completing ODL MANUU first year/ second year?	Subject to the existing rules and regulations and with the approval from the University.
21.	Can I pursue another Programme after completing a Degree Programme under ODL, MANUU?	Yes, subject to fulfilment of eligibility
22.	If I am not satisfied with the marks I secured in an exam, can I apply for re-evaluation?	Please refer to Examination rules for ODL given on the University website.
23.	Can I change my Programme Centre (study centre) after submission of admission form or during the course?	No
24.	How to re-register after the expiry of admission tenure?	Please contact Student Support Service Unit. 04023008463 & 040-23120600 (Ext: 2207 &

	2208) ssu.dde@manuu.edu.in
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## 9. Specimen Formats of Certificates

**(Candidates are required to upload the valid OBC/ EWS/ PWD certificates in the Government of India formats (Central Government Format) issued in the recent year not exceeding 1 year as on the last date of application form.**

- Employment Certificate (Annexure I)
- Prior Permission for Undertaking Practical / Academic Activities (Annexure II)
- EWS Certificate format
- PWD Certificate format
- SC/ST Certificate format
- OBC Certificate format

**Annexure-I**

**Employment Certificate**

**To be provided by the Principal/Headmaster/Headmistress**

1. This is to certify that Mr./Ms..... has been teaching in this school since.....asaPRT/TGT/PGT.....and he/she is a full-time teacher at this school. He/shehas.....years of teaching experience. This school is Govt./Govt. aided/ unaided and is duly recognized by the Central/ State Government/ Union Territory by virtue of Obtaining registration number.....date.....from directorate of education.....(name of the state) for a period.....years, (attested copy of school recognition certificate is enclosed). His/her appointment in this school is on full time/temporary/permanent basis.
2. He/she has been teaching the students of class.....to .....in the subjects..... etc. He/she drawsRs.....p.m.
3. I, hereby, undertake that all the in formation mentioned above, are true and the University is empowered to take legal action against me for any wronginformation.

Signature of the Principal/Headmaster/Headmistress  
(with Stamp/Seal)

Full Name:.....

Designation:.....

Full Address of the School:.....

Phone (Mobile) No.:.....

Email ID:.....

Date:.....

Signature of Districe Education Officer/  
Block Education Officer  
(with Stamp/Seal)

**Annexure-II**

**Permission Certificate for Undertaking Practical / Academic**

**Activities from a Secondary School**

**To be provided by the Principal/Headmaster/Headmistress**

1. This is to certify that Mr./Ms.....has been teaching in the school.....as a PRT/TGT/PGT. He/shehas..... years of teaching experience.
2. I, hereby, undertakethat he / she will be permitted in our school ..... for all the practical/academic activities at secondary level, required for B.Ed. (ODL) Programme.

Signature of the Principal/ Headmaster/ Headmistress

(with Stamp/Seal)

Full Name: ..... Designation:.....

Full Address of the School:.....

.....

Phone (Mobile) No.:.....

Email ID:.....

Date:.....



Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**FORM-VI**

(Asper RPD Act, 2016)

**Certificate of Disability**

(In cases of multiple disabilities)

{See Rule 18(1)}

(Name and Address of the Medical Authority issuing the Certificate)

RecentPassportsize  
AttestedPhotograph  
(Showing faceonly)  
OfthePersonwithDis  
ability

**CertificateNo.:**

**Date :**

This is to certify that we have carefully examined Shri/Smt/Ms. \_\_\_\_\_ of \_\_\_\_\_ son/wife/daughter \_\_\_\_\_  
Shri \_\_\_\_\_, Date of Birth (DD/MM/YY) \_\_\_\_\_  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_, Registration No. \_\_\_\_\_,  
permanent resident of House No. \_\_\_\_\_,  
Ward/Village/Street \_\_\_\_\_ Post \_\_\_\_\_  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose the  
photograph is affixed above, and I am satisfied that:

(A) He/She is a case of Multiple Disability. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (number .....and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / MentalDisability(in%)
1	Locomotordisability	@		
2	MuscularDystrophy			
3	Leprosycured			
4	Dwarfism			
5	CerebralPalsy			
6	AcidAttackVictim			
7	LowVision	#		
8	Blindness	#		
9	Deaf	*		
10	Hardof Hearing	*		
11	Speech&Language disability			
12	Intellectualdisability			
13	Specific learningdisability			
14	Autism SpectrumDisorder			



**B.Ed. Prospectus**  
**CDOE 2025-26**

مولانا آزاد نیشنل اردو یونیورسٹی  
**MAULANA AZAD NATIONAL URDU UNIVERSITY**



15	MentalIllness			
16	Chronic NeurologicalConditions			
17	MultipleSclerosis			
18	Parkinson'sdisease			
19	Haemophilia			
20	Thalassemia			
21	SickleCelldisease			

@ e.g. Left / Right / Both Arms / Legs#e.g.

SingleEye

\*e.g. Left/Right /BothEars

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines ( number and date of issue of the guidelines to be specified), is as follows:

(C) In figures: \_\_\_\_\_ percent

(D) In words : \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Re-assessment of disability is:

i) not

necessary, or

ii) is recommended/after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore, this certificate shall be valid till \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YY).

4. The applicant has submitted the following document as proof of residence:

Name of Document	Date of Issue	Details of Authority issuing Certificate

5. Signature and Seal of the Medical Authority

Name & Seal of Member	Name & Seal of Member	Name & Seal of the Chairperson

Signature / thumb impression of  
the person in whose  
favour certificate of disability  
is issued



**OBC Certificate Format**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR  
APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER  
THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kum\*. \_\_\_\_\_ Son / Daughter\* of Shri /  
Smt.\* \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_  
in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri / Smt. / Kum. \_\_\_\_\_ and / or his family ordinarily reside(s) in  
the \_\_\_\_\_ District / Division of \_\_\_\_\_ State. This is also to certify that he/she  
does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,  
Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004  
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of  
the Government of India.

Dated:

District Magistrate /  
Deputy Commissioner /  
Competent Authority

Seal

\* Please delete the word(s) which are not applicable.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:  
(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).  
(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.  
(iii) Revenue Officer not below the rank of Tehsildar and  
(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.



## 10. Prospectus Committee

S.No.	Name	Designation
1	Prof. Mushtaq Ahmed I. Patel, Professor	Chairperson
2	Prof. Sayyad Aman Ubed, Professor	Member
3	Dr. Shaikh Wasim, Associate Professor	Member
4	Dr. Sameena Basu, Associate Professor	Member
5	Dr. Shafiq Ahmed, Asst. Regional Director	Member
6	Dr. Mohd. Akmal Khan, Asst. Professor (Contractual)	Member
7	Mr. S. Narasimhulu, UDC	Member
8	Prof. V.S.Sumi	Member Convener