Important Instructions

Applications for all programs: Only Online Applications are accepted for all programs.

Admissions based on Entrance Test (Last date for submission of form- 31st May 2016):
Ph.D.: English; Hindi; Translation Studies; Arabic; Persian; Women Studies; Public Administration; Social Work; Islamic Studies; Education; Management; Mass Communication & Journalism; Computer Science; Social Exclusion and Inclusive Policy; Mathematics and Zoology
M.Phil.: Urdu; English; Hindi; Translation Studies; Arabic; Persian; Women Studies; Public Administration; Political Science; Islamic Studies; Education; Management and Social Exclusion and Inclusive Policy
PG Programs: MA in Journalism and Mass Communication; MBA; MCA; M.Tech. (Computer Science) & M.Ed.
UG Programs: B.Ed. & B. Tech. (Computer Science)
Professional Diplomas: Diploma in Elementary Education (D.El.Ed.); Diploma in Civil Engineering; Diploma in Computer Science Engineering; Diploma in Electronics & Communication Engineering and Diploma in Information Technology

Admissions based on Merit (Last date for submission of form- 11th July 2016):

Post Graduate Programs: Urdu, English, Hindi, Translation studies, Arabic and Persian; Women Studies, Public Administration, Political Science, Social Work, Islamic Studies, History, Economics and Sociology; M.Com; & M.Sc. (Mathematics)
Under Graduate Programs: B.A., B.Com., B.Sc. (Physical Sciences–MPC), B.Sc. (Physical Sciences–M.P.CS) & B.Sc. (Life Sciences-ZBC) Bridge Courses for Madrasa students (passed from Madrasas recognized by respective State Madrasa Boards) for admission in Under Graduate (B.A./B.Com./B.Sc.) and Polytechnic programs
Diploma and Certificate Programs: Urdu, Hindi, Arabic, Persian and Islamic Studies

Application fee: The application fee is Rs.500/- and Rs.300/- for SC/ST/PwD/Women.

Note: All the applicants must have passed Urdu as a subject/language/medium at least at 10th/12th level. All programs are offered in Urdu medium.

Fill-up the application form as per the details and procedure prescribed below:

- Candidates desirous of applying for more than one program need to apply separately for each program.
- Please check the eligibility criteria for the programs (refer Prospectus 2016-17(English) / Prospectus 2016-17(Urdu)) before applying.
- Those completing their final examinations in qualifying examinations by June 2016 can also apply.
- **How to pay application fee:** After filling the basic information online, a challan will be generated, take printout of the challan and pay the prescribed fee (printed on the challan) at any branch of State Bank of India. The scanned copy of challan with details of fee and journal number need to be attached as soft copy while completing the application form online.
- **How to Apply:** Application forms can be submitted online from 1st May 2016. Before applying online, please be ready with soft copy of the photograph of the applicant and photograph of a parent/guardian (a scanned digital image), scanned signature, scanned receipt of fee paid through challan and relevant certificate in case of SC/ST/OBC category and PwD. Last date for Entrance Test based admissions – 31st May 2016 and for merit based programs 11th July 2016.

- **Online filling up of the form:** After filling the online application form, the computer will generate application number (User name) and password. Follow the instructions generated from the computer.

- **Hall Tickets for Entrance Test based programs:** The hall tickets for Eligible applicants will be made available for downloading from the University's Website only. The candidates will be informed about receipt of their application form and date of availability of hall tickets on website through sms, email and University website. No hall tickets will be sent by post. It is the responsibility of the candidate to download the hall tickets. Please mention the valid mobile phone number and email for receiving the instructions from the University. Hall tickets will be issued to only those candidates whose applications are received along with prescribed fee and other mandatory details. The candidates with these hall tickets must carry a valid photo ID as a proof for the purpose of verification and ruling out the possibility of impersonation.

- **Examination Centers for Entrance Test:** The candidates will not be permitted to write the entrance examination at any other centre except the centre mentioned in the hall ticket. Once the option of the center is exercised, no request for any change in centre will be entertained.

- The University reserves the right to cancel/amend any of the examination centres which will be decided on basis of the number of students at that centre. In the event of cancellation, the students will have to appear at the centre allotted by University at their own cost.

- Please note that all those who apply may be issued Hall Tickets without verifying whether or not they satisfy the eligibility criterion for admission to a program. This will be finally verified at the time of counseling and admission, if granted. The candidates are therefore advised to go through the Prospectus carefully and judge their eligibility before submitting their application forms. Despite this caution, in case the candidates do not meet the minimum eligibility criteria and still apply and appear for the entrance examination, they will do so at their own risk and cost. At any stage if it is found that any candidate does not fulfill the minimum eligibility requirements, his/her candidature will not be considered for admission and if the admission is granted, it shall be cancelled and fee paid, if any, will be forfeited . The University may initiate due legal action against such candidates.

Merit Based Programs: The merit list of selected candidates/waitlisted candidates will be displayed on the University website, and informed through SMS and emails only on prescribed schedule (refer Prospectus 2016-17(English) / Prospectus 2016-17(Urdu)).