



مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in the year 1998)

Accredited "A" Grade by NAAC



**CIVIL SERVICES EXAMINATIONS  
COACHING ACADEMY  
Information Brochure**

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## PROFILE OF THE UNIVERSITY

Maulana Azad National Urdu University (MANUU) is a Central University established in 1998 by an Act of Parliament with All India Jurisdiction. The objective of the University is to promote and develop Urdu language, provide Higher, Technical and Vocational Education in Urdu medium through regular and distance modes. The University Act mandates to focus on women education. The Headquarters of the University is at Hyderabad, spread over 200 acres. The students and the staff of the University are drawn from throughout the country. It has been accredited with 'A' grade by NAAC continuously for the 2<sup>nd</sup> time.



The University presently comprises seven schools of studies namely: (1) School of Language, Linguistics & Indology, (2) School of Commerce and Business Management, (3) School of Education & Training, (4) School of Journalism & Mass Communication, (5) School of Arts & Social Sciences and (6) School of Sciences, (7) School of Computer Sciences & Information Technology. There are 24 Department of Studies functioning under these 7 schools of studies. About 5000 students are admitted to the University for pursuing various Diploma, Graduate, Post Graduate and Research Programmes, Eminent Faculty teach and guide these students in pursuit of their Academic goals.

## CIVIL SERVICES COACHING ACADEMY



Maulana Azad National Urdu University, has established the Civil Services Examinations, Coaching Academy for religious minorities SCs/STs and women in 2009.



The Academy has its own building in the MANUU Campus, with good class rooms, an Auditorium Audio Visual and wifi facilities. The Academy also has a well-stocked Library and reading room. All the students admitted to the Academy are provided with hostel facilities. The Academy has a panel of experience resources persons to provide coaching and guidance to the aspirants. Recently

five candidates who look coaching from the Academy have qualified in Civil Services Preliminary Exam of the UPSC. The candidates who availed coaching from the Academy have fared well in the competitive examinations.

### **Advisory Committee**

The Coaching Academy has an Advisory Committee under the Chairmanship of the Vice-Chancellor of the University which formulates the Coaching Programmes and gives advice and guidance on matters related to guiding the aspirants of competitive examinations. The Committee comprises retired and serving officers of IAS, IPS, IRS, Educationists and Trainers.



### **Admissions to Coaching**

The aspirants of the Civil Services, desirous of availing coaching for the UPSC Civil Services prelims exams from this Academy are selected on the basis of merit in the Entrance Test conducted by the Academy at National level. The selection is purely on the basis of the merit in the Entrance Test. Appropriate weightage would be given to women and candidates belonging to SC/ST communities.

### Schedule of the Coaching Programme:

Programme Activity	Dates/Days
Notification & Issue of application forms	29 <sup>th</sup> September, 2016
Last date for submission of application form	16 <sup>th</sup> November, 2016 (Wednesday)
Entrance Test	4 <sup>th</sup> December, 2016 (Sunday)
Result of Short listed candidates for interview	14 <sup>th</sup> December, 2016 (Wednesday)
Interview	26 <sup>th</sup> , 27 <sup>th</sup> & 28 <sup>th</sup> December, 2016 (Mon, Tues & Wed)
Announcement of Selected Candidates/wait-listed candidates	29 <sup>th</sup> December, 2016 (Thursday)
Admission Process	30 <sup>th</sup> December, 2016 & 2 <sup>nd</sup> January, 2017 (Friday & Monday)
Commencement of Classes	3 <sup>rd</sup> January, 2017 (Tuesday)
Conclusion of Classes	31 <sup>st</sup> May 2017 (Wednesday)
Duration	5 Months

### Scheme of Entrance Test for admission to Civil Services Prelims 2017 Coaching.

The pattern of questions and scheme of examination for admission to the UPSC Civil Services Prelims 2017 Coaching shall be as follows:

- Forty Multiple choice questions each carrying 1 marks (40x1=40 marks)
  - Eight Short questions carrying 5 marks each (8x5=40 marks)  
(Twelve questions may be given out of which **Eight** have to be answered)
  - One essay question carrying 20 marks (1x20=20 marks)  
(Three questions may be given out of which **One** have to be answered)
- Total marks will be (100 marks)

d. Interview shall have 100 **marks**.

**Note:**

The candidates are advised to go through the instructions mentioned in the OMR sheet to answer the multiple choice questions.

**Library of the Coaching Academy**

Library is a prerequisite for any academic activity, more so, if it is competition oriented. Realizing this MANUU CSE RCA has set-up its own library. Text books, Reference books, Journals, Magazines and Newspapers (English, Telugu and Urdu) are stocked in accordance with needs of the aspirants. Aspirants can also avail, the facilities of the University Central Library.

**Hostel Facility**

Comfortable stay of the aspirants is ensured. Boys' and girls' hostel are separate and are situated in the MANUU Campus. Mess charges based on the actual spent on food as fixed by the mess management has to be borne by the aspirant and paid directly to the concerned mess Committee. A nominal fee is collected for lodging as decided by the University.

**Fee Particulars**

There will not be any tuition fee or coaching fee. However the candidates shall pay the following fees:

1. Entrance Test Fee:	Rs. 200
2. Registration :	Rs.500
3. Library:	Rs.1000
4. Health:	Rs.300
5. Caution Money Deposit:	<u>Rs.3000</u>
<b>Total:</b>	<b>Rs.5000</b>

**Stipend:**

20% of the enrolled aspirants will be given stipend of Rs. 2,000/- per month on the basis of merit cum means, regularity and discipline, as decided by the Board/Committee setup for the purpose. To claim the stipend on means basis, the aspirants must get original certificates of income of their Guardians from the competent authorities.

**How to apply**

Application can be personally obtained or downloaded from the website of the University [www.manuu.ac.in](http://www.manuu.ac.in). Application form completely filled in should be submitted at CSE Coaching Academy Building, MANUU Gachibowli, Hyderabad-500032, either in person or by post along with necessary enclosures and a Demand Draft of Rs.200/- drawn from any Nationalized Bank in favour of Manulana Azad National Urdu University, payable at Hyderabad. Hall Tickets will be dispatched to the eligible candidates at the addresses as indicated in the application form. Academy will not be responsible for any delay in receiving Hall tickets.

**RULES AND REGULATIONS****I. General**

1. Aspirants have to stay in the hostels of the Academy during the entire course. They have to abide by the existing rules and regulations as may be notified by the University and the Academy from time to time.
2. Aspirants cannot leave the coaching in the middle of the course. If an aspirant leaves the Academy in the middle he/she will lose his/her caution deposit.



3. The aspirants should carry their Identity Card with them at all times and they have to produce it before the concerned authority on demand. In case of loss of identity card they should inform the authority of the Academy and get a duplicate ID Card on payment of Rs. 50 through challan.
4. The aspirants have to protect the property of the Academy and hostel in particular and MANUU in general. The aspirants responsible for the loss or damage to any property will have to compensate the loss.
5. Registration fee and other charges collected from the aspirants, other than the Caution deposit money is not refundable.
6. No aspirant can continue in the Academy for more than the period prescribed.
7. Aspirants taking admission in CSE Coaching Academy shall have to deposit original copies of SSC, Intermediate and Graduation Certificates along with a set of attested copies at the time of Admission. The original certificates would be returned after completion of coaching and clearance of dues if any.
8. They must also get physical fitness certificate from appropriate medical officer not below the rank of Civil Assistant Surgeon.
9. The Aspirants taking coaching from the Academy shall abide by the Rules and Regulations of the University as implemented from time to time.
10. It is a full time coaching programme the aspirants are not expected to attend any other programme or employment simultaneously.
11. The Hostel Admissions would be governed by the University Regulations in this regard.

## **II. Fee and Deposit**

1. In case of expulsion of the aspirant from the Academy on disciplinary grounds or any other reason the caution deposit shall be forfeited.
2. The caution deposit is refunded only after the completion of the coaching. The aspirant has to submit an application with a no dues certificate from the hostel, mess and library to the Academy at the time of leaving the Academy.
3. Beyond one year after the completion of the coaching programme the caution money shall be forfeited.



### **III. Library**

1. Aspirants have to follow the library rules strictly. Library is a place of academic activity social activities will not be permitted. Eating/discussions inside the library are not permitted.
2. Aspirants proceeding on leave for more than three days have to return their books borrowed from the library. They can borrow again after their return.

### **IV. Attendance:**

1. 75% Attendance in the classrooms is compulsory. Aspirants have to mark their attendance in the register regularly.
2. The Aspirants have to appear for all the Tests/Exams conducted by the Academy during the course of study.

### **V. Discipline:**

1. The Aspirants are not permitted to move or loiter in the MANUU Campus unnecessarily.
2. Aspirants cannot leave the Academy or Campus without permission of the Director or informing the office in writing.
3. The Aspirants are expected to behave decently and courteously with others not only with aspirants in classrooms, hostel & outside, but also with the staff and other students of the university.
4. The Aspirants cannot use their laptops, mobiles and any other electronic device in the classrooms.
5. Watching movies/listening to music/smoking, drinking liquor in the hostel rooms and campus premises is strictly prohibited. In case of violation aspirants involved will be expelled from the hostel immediately.

### **VI. Hostel:**

1. The hostel facility cannot be used for the stay of any relative or friend of the boarder. In case of such incidents being reported or observed disciplinary action will be taken against the particular boarder.
2. The Aspirants are responsible for the payment of their food and mess charges individually to the mess authorities and comply with all the requirements and regulations.
3. The Aspirants have to vacate the hostel immediately after the completion of their coaching or whenever long holidays are declared.

4. Aspirants going to their homes must surrender the key of the room to the officer concerned of the academy before leaving.
5. Mess bills must be paid on monthly basis promptly otherwise mess facilities will not be provided to defaulters.
6. The boarders shall use water and electricity facilities economically and avoid wastages.