



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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Gachibowli, Hyderabad-500032 website: [www.manuu.ac.in](http://www.manuu.ac.in)

Phone No: 040- 23008411

## 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.

## CIVIL SERVICES COACHING ACADEMY



### Advisory Committee

The Coaching Academy has an Advisory Committee under the Chairmanship of the Vice-Chancellor of the University which formulates the Coaching Programmes to guide aspirants of competitive examinations. The following are the members of the Advisory Committee:

S. no	Name	Designation
1.	<b>Dr. Mohammad Aslam Parvaiz</b> , Vice Chancellor MANUU	Chairman
2.	<b>Dr. Shakeel Ahmad</b> , Pro Vice-Chancellor, MANUU	Member
3.	<b>Mr. A.K. Khan</b> , IPS Advisor to Govt. of Telangana	Member
4.	<b>Mr. M.F. Farooqui</b> , Retd. IAS, Director, CSE Coaching Academy, JMI, New Delhi.	Member
5.	<b>Mr. Sarfaraz Ahmad</b> , IAS District Collector & Magistrate, Karimnagar, Telangana.	Member
6.	<b>Mr. Tafsir Iqbal</b> , IPS, Deputy Commissioner of Police, L.B Nagar, Hyderabad.	Member
7.	<b>Mr. Mohan Babu</b> , IRS Deputy Director, IT (Investigations), Govt. of India, Ayakar Bhavan, Hyderabad.	Member
8.	<b>Prof. Sri Prakash Singh</b> , Dept. of Political Science, University of Delhi.	Member
9.	<b>Mrs. Rasheda Hussain</b> , IRS, Noida.	Member
10.	<b>Prof. Saneem Fatima</b> , Dept of Management, MANUU, Hyderabad.	Member
11.	<b>Dr. K.P. Singh</b> , Finance Officer, MANUU, Hyderabad.	Member

12.	<b>Dr. P.S. Munawar Hussain</b> , Joint Director, CSE Coaching Academy, MANUU, Hyderabad.	Member
13.	<b>Dr. Amir Ullah Khan</b> , Professor- cum Director, CSE Residential Coaching Academy, MANUU, Hyderabad.	Member-Secretary

### **Admissions to Coaching**

The aspirants of the Civil Services, desirous of availing coaching for the UPSC Civil Services exams from this Academy are selected on the basis of merit in the Entrance Test conducted by the Academy at National level. Shortlisted candidates are then interviewed and those who clear the interview are intimated to join the academy.



## **Hostel Facility**

It is mandatory for all students to stay in the campus. There is separate Hostel for Boys and Girls situated in a serene atmosphere of the University. The monthly hostel charges have to be borne by the Participants.

## **Stipend**

20% of the enrolled aspirants will be given Freeship/stipend of Rs. 2,000/- per month on the basis of merit cum means. Attendance, performance, discipline and parental income is considered for award of Freeship.

## **How to apply**

Desirous candidates can apply through online in our website of the University [www.manuu.ac.in](http://www.manuu.ac.in). and for further updates keep on visiting to our website.

## **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 University/Academy. The aspirants responsible for the loss or damage to any property will have to compensate the loss. Disciplinary action would be initiated against those who damage the University/Academy property.
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/Hostel for more than the period prescribed.

7. The Aspirants must get physical fitness certificate from medical officer not below the rank of Civil Assistant Surgeon.
8. The Aspirants taking coaching from the Academy shall abide by the Rules and Regulations of the University as implemented from time to time.
9. It is a full time coaching programme the aspirants are not expected to attend any other programme or employment simultaneously.
10. The Hostel Admissions and stay would be governed by the University Regulations enforced from time to time.
11. All aspirants are expected to sustain a high standard of academic achievement through the coaching term.
12. Regular attendance of students will be conducted and their failure to achieve required standards will be removed from the rolls.

## **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. 100% attendance in the classrooms is compulsory.
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. 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.
7. No student is allowed by bring in or use any electrical and electronic device in the hostel room.