



مولانا آزاد نیشنل اردو یونیورسٹی

مولانا آزاد نیشنل اردو یونیورسٹی

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

(A Central University established by an Act of Parliament in 1998)

(Accrediated 'A' Grade by NAAC)

**Directorate of Distance Education**

**Bachelor of Education**

**B. Ed. (DM)**

**Prospectus for the year 2016 - 17**

*His Excellency Pranab Mukherjee*

*President of India*

*Visitor*

*Mr. Zafar Sareshwala*

*Chancellor, MANUU*

*Dr. Mohammad Aslam Parvaiz*

*Vice-Chancellor, MANUU*

*Dr. Shakeel Ahmed*

*Registrar, MANUU*

*Prof. K.R. Iqbal Ahmed*

*Director, Directorate of Distance Education, MANUU*

Cost of Prospectus **Rs. 50/-** (No Cash shall be accepted. Payment shall be made through DD/Challan from any Nationalised Bank in Favour of MANUU payable at Hyderabad)  
Prospectus can also be Download from University Website: [www.manuu.ac.in](http://www.manuu.ac.in)

The University reserves the right to amend the rules and procedures described in this Prospectus.  
However, students will be informed about any change through their Programme Centres.

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## *Prospectus Committee*

### *Chairman:*

**Prof. K.R. Iqbal Ahmed**

Director, Directorate of Distance Education

### *Convener :*

**Dr. Najmus Sehar**

*Associate Professor, Education & Co-ordinator B.Ed (DM)*

### *Members :*

**Prof. Mushtaq Ahmad I. Patel**

*Professor Education*

**Dr. Ashwani**

*Assistant Professor, Education*

**Mr. B. L. Meena**

*Assistant Professor, Education*

### *Composing:*

**Syed Abdul Mughni Arshad**

### *Printed & Published by:*

**Prof. K.R. Iqbal Ahmed**

Director, Directorate of Distance Education

on behalf of

*Maulana Azad National Urdu University,*

*Gachibowli, Hyderabad - 500 032. (Telangana)*

*Phone Nos. 040-23008402/03/04*

*Fax No. 040-23008463*

*Toll Free No. 1800-425-2958*

*email:directorddemanuu@gmail.com*

Printed at :

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# Academic and Administrative Staff

## Directorate of Distance Education

### Teaching Staff

S. No.	Name	Designation	Telephone No.	Ext.
1.	<b>Prof. K. R. Iqbal Ahmed</b>	<i>Director, Directorate of Distance Education</i>	040-23008305 Fax: 040-23008311	201
2.	<b>Prof. Nisar Ahmed I. Mulla</b>	<i>Professor Commerce, Co-ordinator (B. Com.)</i>	040-23008402/03/04	203
3.	<b>Prof. Gulfishaan Habeeb</b>	<i>Professor English, Co-ordinator (M. A. &amp; B. A. English)</i>	040-23008402/03/04	205
4.	<b>Prof. Mushtaq Ahmad I. Patel</b>	<i>Professor Education</i>	040-23008402/03/04	214
5.	<b>Dr. Najmus Sehar</b>	<i>Associate Professor Education, Co-ordinator (B. Ed.)</i>	040-23008402/03/04	207
6.	<b>Dr. Nikhat Jahan</b>	<i>Associate Professor Urdu, Co-ordinator (M.A. Urdu &amp; PIU)</i>	040-23008402/03/04	204
7.	<b>Dr. S. Rabbe Subhani</b>	<i>Associate Professor Distance Education, Co-ordinator (B.A. Pol. Sc., and Publ. Admn.)</i>	040-23008402/03/04	206
8.	<b>Dr. Abdul Ghani</b>	<i>Assistant Regional Director</i>	040-23008402/03/04	218
9.	<b>Dr. Sahab Singh</b>	<i>Assistant Regional Director</i>	040-23008402/03/04	223
10.	<b>Dr. Malik Raihan Ahmad</b>	<i>Assistant professor Sociology, (Co-ordinator (B.A. Sociology )</i>	040-23008402/03/04	229
11.	<b>Dr. Irshad Ahmad</b>	<i>Assistant Professor Urdu, Co-ordinator (B. A. Urdu)</i>	040-23008402/03/04	219
12.	<b>Dr. Ashwani</b>	<i>Assistant Professor Education</i>	040-23008402/03/04	220
13.	<b>Mr. B. L. Meena</b>	<i>Assistant Professor Education</i>	040-23008402/03/04	221
14.	<b>Mr. Shams Imran</b>	<i>Assistant Professor Journalism, Co-ordinator ( DJMC)</i>	040-23008402/03/04	302
15.	<b>Dr. A. M. Qadeer Khwaja</b>	<i>Assistant Professor Islamic Studies</i>	040-23008402/03/04	225
16.	<b>Dr. Mahaboob Basha</b>	<i>Assistant Professor History</i>	040-23008402/03/04	
17.	<b>Ms. Atiya Naheed</b>	<i>Assistant Professor of Distance Education</i>	040-23008402/03/04	

### Administrative and Supporting Staff

15.	<b>Mr. Shamsuddin Ansari</b>	Regional Director	040-23008402/03/04	345
16.	<b>Mohd. Wajeehuddin Ansari</b>	Section Officer	040-23008402/03/04	212
17.	<b>Ms. Durga Bhavani</b>	Assistant	040-23008402/03/04	211
18.	<b>Mr. Mohd. Abdul Naseer</b>	Assistant	040-23008402/03/04	112
19.	<b>Mr. Mohd. Ayub</b>	U.D.C.	040-23008402/03/04	211
20.	<b>Mrs. Nuzhat Yasmeen</b>	U.D.C.	040-23008402/03/04	210
21.	<b>Mr. Shaik Ismail</b>	U.D.C.	040-23008402/03/04	110
22.	<b>Mr. S. Narasimhulu</b>	L.D.C.	040-23008402/03/04	344
23.	<b>Mohd. Wasim Ahmed Khan</b>	L.D.C.	040-23008402/03/04	217

Student Support Services:	:040-23008467(Direct), 23008404 Extension :217 :Toll Free Number: 1800-425-2958 :Fax: 040-23008463 Email-id :ssu.dde@gmail.com
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Examination Branch contact no.	:040-23006605
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UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI – 110 002

No.F.41-13/2003(CU)

August, 2003

-2 SEP 2003

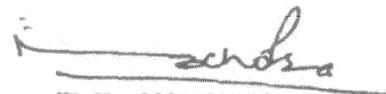
The Registrar  
Maulana Azad National Urdu University  
Hyderabad  
-  
Andhra Pradesh

Sub: Establishment of Maulana Azad National Urdu University as a Central University – Intimation – Regarding.

Sir,

I am directed to inform you that the Maulana Azad National Urdu University has been established by Government of India as a Central University by an Act of Parliament in 1997 (No.2 of 1997) and the Students of this University may be treated at par with other Central Universities.

Yours faithfully,

  
(R.B. CHOPRA)  
Under Secretary



भारतीय विश्वविद्यालय संघ  
16, कोटला मार्ग, नई दिल्ली-110002  
ASSOCIATION OF INDIAN UNIVERSITIES  
AIU HOUSE, 16 KOTLA MARG, NEW DELHI-110002

NO: EV/II(80)/2003/  
June 30, 2003

The Registrar  
Member Universities/Institutes

Dear Sir/Madam,

The Maulana Azad National Urdu University, Hyderabad is a Central University established by an Act of Parliament in 1998 and Member of the Association of Indian Universities.

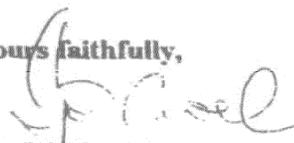
Your kind attention is invited towards our Circular letter of even number dated 21 May, 1998 through which we had requested all the Member Universities to accord recognition to the Degrees/Diplomas awarded by Maulana Azad National Urdu University, Hyderabad 500008 (AP).

We have been informed by the University Authorities that the Degrees awarded by them are not accepted by other Universities in the country. Since, Maulana Azad National Urdu University, Hyderabad, is a member of AIU, we once again request to kindly accept their Degrees on reciprocal basis in terms of the following AIU resolution :

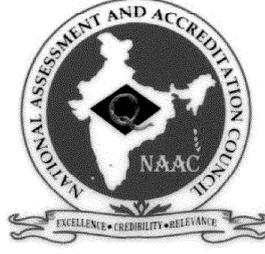
“Resolved that the examinations of one university should be recognized by another on a reciprocal basis, provided that the entrance qualifications, duration of course and the general standard of attainment are similar to those prescribed by the recognizing university.

Further resolved that in case of degrees awarded by Open Universities, the conditions regarding entrance qualifications and duration of the course be relaxed provided that the general standard of attainment are similar to those prescribed by the recognizing university.”

Thanking you,

Yours faithfully,  
  
( I.P. Goel )

Section Officer (Evaluation)



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  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Maulana Azad National Urdu University  
Sachibowli, Hyderabad, Telangana as  
Accredited  
with CGPA of 3.09 on four point scale  
at A grade  
valid up to May 24, 2021*

*Date : May 25, 2016*



*DP Singh*  
Director

EC(SC)/15/A&A

# **MAULANA AZAD NATIONAL URDU UNIVERSITY**

The Maulana Azad National Urdu University (MANUU) was established in 1998 by an Act of the Parliament as a Central University with all-India jurisdiction. The University is also a member of the Association of Indian Universities and Association of Common Wealth Universities. The mandate of the University, as per the Act, is to promote and develop the Urdu language, provide higher, technical and vocational education through Urdu medium and to provide focus on women education. The Act empowers the University to offer education through distance as well as regular mode. In regular mode, the University has departments of Urdu, Hindi, English, Persian, Arabic, Islamic Studies, Translation, Mathematics, Physics, Chemistry, Botany, Zoology, Computer Sciences & Information Technology, Polytechnics, I.T.I., Education & Training, Mass Communication & Journalism, Commerce, Business Management, Women Studies, History, Political Science, Public Administration, Economics, Sociology and Social Work. Further, the University has one Directorate (Directorate of Distance Education), and five Centres namely, Centre for Professional Development of Urdu Medium Teachers (CPDUMT), Centre for Women Studies, Al-Beruni Centre for Studies in Social Exclusion and Inclusive Policy (ACSSEIP), Centre for Urdu Language, Literature & Culture (CULLC) and H. K. Sherwani Centre for Deccan Studies. The University has UGC Human Resource Development Centre and Maulana Azad Chair. The University also offers coaching facility for Civil Services, UGC JRF/NET and State Public Services. It provides remedial coaching classes to the on campus students. On the basis of these achievements the University has been re-accredited Grade "A" by NAAC in 2016. The University has established Model Schools at Hyderabad, Darbhanga and Nuh to provide education through Urdu Medium from the elementary level. Moreover, to overcome the scarcity of Urdu Medium Teachers, the University has established seven Colleges of Teacher Education at Darbhanga, Bhopal, Srinagar, Asansol, Aurangabad, Sambhal and Bidar.

## **Directorate of Distance Education**

The University has initiated its distance mode programmes from its year of inception. The DDE has set up 9 Regional Centres (Delhi, Patna, Bangalore, Bhopal, Darbhanga, Srinagar, Kolkatta, Mumbai, Ranchi) and 3 Sub-Regional Centres (Hyderabad, Jammu and Amravati) across the country so as to provide academic and administrative support to the students. The RCs and SRCs facilitate the students with support services; management of Study Centres and admission process. At present there are 158 SCs within the purview of these RCs/SRCs. The DDE endeavours to facilitate online admission process in near future. It also aims to provide audio-visual material to the students along with SLM. The University has established Instructional Media Centre for the preparation of audio-visual educational programmes. A large number of audio-visual educational programmes have been prepared by the Media Centre. DDE offers PG programmes (M.A. Urdu; English; History), UG programmes (B. A.; B. Sc. (Life Science); B. Sc. (Physical Science) and B. Ed. Diploma programmes (Diploma in Journalism & Mass Communication and Diploma in Teach English); and Certificate courses (Proficiency in Urdu through English and Functional English). The graduation, post graduation, diploma and certificates awarded by the University are at par with the certificates of recognized Universities. Day-by-day the strength of the students is growing. Thus, the DDE is striving hard to reach the unreached. According to a recent survey by Outlook the University's distance education was ranked sixth among the top 30 national level institutions in the country.

## Academic Programmes of DDE (2016 - 17)

Sl. No.	Programme	Duration of Completion of Programmes		Eligibility	Fee per annum (Including Exam Fees)	Minimum age to be completed on 31st August 2016	Medium of Instruction
		Minimum	Maximum				
<b>Post Graduate Programmes</b>							
1.	M. A. Urdu	2 years	4 years	Degree* or Equivalent	3,400/-	-	Urdu
2.	M. A. History	2 years	4 years	Degree* or Equivalent	3,900/-	-	Urdu
3.	M.A. English	2 years	4 years	Degree† or Equivalent	3,900/-	-	English
<b>Under Graduate Programmes</b>							
4.	B. A.	3 years	6 years	10+2 or Equivalent	2,200/-	-	Urdu
5.	B. Sc. (Life Sciences)	3 years	6 years	10+2 or Intermediate (Science Stream)	3,700/-	-	Urdu
6.	B. Sc.(Physical Sciences)	3 years	6 years	10+2 or Intermediate (Science Stream)	3,300/-	-	Urdu
7.	B. Ed. (DM)	2 years	5 years	Please see Page No. 8	20,000/- (for 2 years)	-	Urdu
<b>Diploma Programmes</b>							
8.	Diploma in Journalism & Mass Communication (DJMC)	1 year	2 years	10+2 or Equivalent	2,500/-	-	Urdu
9.	Diploma in Teach English	1 Year	2 years	Degree or Equivalent	1,850/-	-	English
<b>Certificate Programmes</b>							
10.	Certificate of Proficiency in Urdu through English	6 months	2 years	Knowledge of English Writing & Reading	1300/-	18 years	English
11.	Certificate in Functional English for Urdu Speakers	6 months	2 years	10th Class	1300/-	-	English

**Fee once paid will not be refundable under any circumstances**

\* Any degree i.e. 3 years system from UGC recognised Indian Universities & studied Urdu as one of the subject at 10+2+3 or equivalent

† Any degree i.e. 3 years system from UGC recognised Indian Universities.

## **BACHELOR OF EDUCATION (DM) PROGRAMME**

The Bachelor of Education (DM) Programme of MANUU aims at developing the understanding and competencies required by teachers for effective teaching-learning process at the secondary stage. The programme also provides opportunities of sharing experiences gained by teachers. It enables teachers to select and organise learning experiences according to the requirement of learners. In addition, it provides knowledge and develops in them an understanding of areas such as educational evaluation, school management, etc.

### **Programme Objectives**

**The programme aims to enable teachers to achieve the following objectives:**

- i) To systematize experiences and strengthen the professional competencies of teachers.
- ii) To imbibe knowledge and develop an understanding of the various methods and approaches of organising learning experiences of secondary school students.
- iii) To develop skills required in selecting and organising learning experiences.
- iv) To understand the nature of the learning process.
- v) To develop skills involved in dealing with the academic and personal problems of learners.
- vi) To acquire knowledge and develop an understanding of the various procedures and techniques of evaluation and their classroom applications.
- vii) To develop skills involved in selecting, developing and using evaluation tools.
- viii) To acquire knowledge and develop an understanding of various aspects of school management.
- ix) To develop competencies for organising various instructional and student support activities.
- x) To develop an appreciation of the role of the teacher in the prevailing socio-cultural and political system in general and the educational system in particular.

### **Duration**

The minimum duration of the programme is two years. However, the maximum period allowed for completion of the programme will be Five years.

### **Medium of Instruction**

**Urdu**

### **Eligibility**

1.\* Candidates with at least fifty percent marks either in the UGC recognised university three years Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Commerce/Humanity. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto, are eligible for admission to the programme.

and

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

(i) Trained in-service teachers in elementary education.

The clauses 1 & 2 are subject to change from time to time as per NCTE regulations.

Or

(ii) Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.

3. The reservation for SC/ST/OBC and PWD categories shall be as per the rules of the Central Government. There shall be relaxation of 5% marks at degree level for SC/ST/OBC and PWD.

4. **The applicant must have studied URDU as a subject or medium of study at 10<sup>th</sup> or its equivalent or above.**

5. For Jammu & Srinagar programme centres, those candidates are eligible who are residents of Jammu & Kashmir by birth. He/she should submit the bonafide residence certificate issued by concerned competent authority at the time of admission.

## **Admission**

Admission shall be done on the basis of the Score/ Rank obtained in the Entrance Test conducted by MANUU.

The candidate will be required to submit the filled-in application form through **online** only. For this Purpose please visit the University website [www.manuu.ac.in](http://www.manuu.ac.in). The original documents are to be submitted at the time of admission.

## **Entrance Test**

The Entrance Test will be held on the date mentioned in the advertisement Hall tickets will be uploaded on MANUU website; [www.manuu.ac.in](http://www.manuu.ac.in) for appearing in the Entrance Test. Mere allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to B.Ed. The final admission to the programme shall be subject to their rank in the merit list of the Entrance Test and production of proof of their eligibility at the time of Admission Counselling of B.Ed. (DM). The number of seats of each PSC is limited to 50 only. The university reserves the right to conduct the examination at different centres/change the examination centre of the candidates without assigning any reason thereof.

## **Programme Fee**

The fee of two years B.Ed (DM) programme is Rs. 20,000/-. The programme fee should be paid only by way of Demand Draft drawn in favour of **Maulana Azad National Urdu University** Payable at **Hyderabad**. Please write in capital letters your name and the programme to which admission is sought, i.e., B.Ed., on the reverse of the Demand Draft to ensure proper credit of your fee to the relevant account.

## **Refund of Fee**

Programme fee once paid will not be refunded under any circumstances.

## **Programme Structure**

The B.Ed. programme structure will be as per NCTE B.Ed. Curriculum Framework - 2014. The same shall be provided to the candidates in the form of Programme Guide at the time of Admission.

## **Programme Recognized by NCTE**

The B.Ed programme is recognized by National Council of Teacher Education (NCTE) vide its order No. **F.SRO/NCTE/B.Ed. (DE)/2006-07/5803** dated 28 June, 2007.

and

**F.No. SRCAPP1960/B.Ed. - AL-DE/AP/2014-15** dated 26.02.2014.

## **Reservation**

The University provides reservation of seats for Scheduled castes, Scheduled tribes, OBC, Kashmiri Migrants and Persons with Disability (PWD) Ex-serviceman, NCC, NSS, Sports/Games as per the Government of India rules, for admission to its various programs. (The candidate will get the benefit of reservation according to the category he/she has mentioned in the application form.) The candidates seeking reservation

under NCC, NSS, Sports and Games category must produce a certificate of atleast Univesity level and above.

Schedule Caste	15%
Schedule Tribe	7.5%
OBC	27%
P.W.D. (Persons with Disability)*	3%
Kashmiri Migrants*	1%
NCC/NSS/Sports/Ex-Serviceman*	1%

**\* 3% seats for PWD, 1% seats for NCC/NSS/Sports & 1% seats for Kashmiri Migrants are overall reserved.**

***The candidates will be considered only in the category they have claimed in the Application Form***

## **Change/Correction of Address & Correction of Name**

Whenever students need to change or correct their address/Correction of Name they should contact the concerned Regional Director, who will verify the signature of the student on the application and forward the application to the below Address:

**Dr. Najmus Saher**

**Co-ordinator, B.Ed. (DM)**

Directorate of Distance Education,

Maulana Azad National Urdu University,

Hyderabad, 500032.

Ph. No. 040-23008402 / 03 / 04 Ext No. 207

E-Mail : ddeeducation@gmail.com

**Note:** *Students are advised not to write letters in this matter to other administrative officers of the university.*

## **Change of Subject/Subjects**

There is an option of changing subjects **within 45 days after the admission**. Please note that no request for change of subjects will be considered after 45 days. The course material of change subject will be provided on payment of Rs 250/- per subject. The payment can be Made through Demand Draft in favor of Maulana Azad National Urdu University, payable at Hyderabad. The request for Change of subject should be addressed to the Co-ordinator B.Ed. (DM). The student is required to return the study material already received to the concerned Regional Center by registered post or in person in good condition along with an application and DD. More information about B.Ed. (DM) programme will be provided at the time of admission.

## **Re- Registration**

If a student fails to complete the programme within the stipulated period, he/she has to Re-register for the programme.

## **Instructional System**

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

### **(i) Printed Material**

The print materials are the self-instructional materials for both theory and practical components of the

programme. It is supplied to the students in the form of blocks. Each block contains 3-5 units. The university sends study material and assignments to the students by registered post and if a student does not receive the same for any reason whatsoever, the university shall not be held responsible for that.

**(ii) Audio and Video Programmes**

The audio and video programmes are supplementary, meant for clarification and enhancement of understanding. These are used during counselling and workshop sessions at the programme centre.

**(iii) Assignments**

As per NCTE Regulation, assignments are an integral and compulsory component of the instructional system. There is only one tutor- marked assignment for each theory course. These assignments are to be submitted to the programme centre in accordance with the submission schedule provided separately in the programme guide.

**(iv) Counselling Sessions**

Generally the counselling sessions will be held at the programmes centres during the specified time period mentioned in the Academic Calendar Within the general schedule of the programme, the coordinators at the programme centres will decide on the conduct of these sessions. The programme centre coordinators will also provide the workshop schedule. The counselling sessions will include clarifications required in the print material and audio/video programmes through active interaction with students.

**Evaluation**

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

**Theory:** For theory courses, evaluation comprises three aspects:

- a) Self-evaluation exercises within each unit of study (non-credit).
- b) Continuous evaluation in the form of periodic compulsory assignments. This carries a weightage of 30% for each course. One assignment in each theory course is compulsory.
- c) The term-end examination has a weightage of 70% of the total for each course.

**Practical :** For Practical courses, evaluation comprises three aspects:

- a) Continuous evaluation of school-based activities and practice teaching.
- b) Evaluation of performance in practical workshops.
- c) Evaluation of practice teaching.

The student will have to obtain at least D grade in each course in both continuous and terminal evaluation separately. However, the overall average should be at least C grade for the successful completion of a course. If a student has missed any term-end examination of a course for any reason, he/she may appear in the subsequent term-end examination. This facility will be available until a student secures the minimum pass grade, but only upto a period of Five years from the date of registration. The letter grade system is used for grading continuous and terminal examination components. These letter grades are:

Letter grade	Qualitative level	Point grade	Percent (%)
A	Excellent	5	80% & above
B	Very Good	4	60-79.9%
C	Good	3	50-59.9%
D	Satisfactory	2	40-49.9%
E	Unsatisfactory	1	Below 40%

The rounding off decimal point in Grade card/Mark Sheet to the next mark in case decimal point is between 0.5 and 0.9 and no change in case it is between 0.1 to 0.4.

The student will be declared successful if he/she scores at least C grade in theory courses and practical courses separately.

### **Support Service:**

In order to provide individual support to its learners, the University has established 23 B.Ed. (DM) Programme Centres throughout the country. Out of the 23 Centres, (3) Centres are located in the state of J&K and further (3) centres are proposed for establishment.

These programme Centres are coordinated by the respective Programme Centre coordinators. These Programme Centres fall under the jurisdiction of concerned Regional Centres.

**(Note:** The list of programme Centres & their Concerned Regional Centres is given on Page No. 17)

At the programme Centres, the learners interact with the Academic Counsellors 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 coordinator.

## **Academic Calendar for the B. Ed. (DM) Ist Year**

<b>1.</b>	Issue of Admission Notification	<b>11<sup>th</sup> December 2016</b>
<b>2.</b>	Last date of submission of Forms (On-Line)	<b>13<sup>th</sup> January 2017</b>
<b>3.</b>	Date of Entrance Test	<b>05<sup>th</sup> February 2017</b>
<b>4.</b>	Declaration of E.T. Result	<b>20<sup>th</sup> February 2017</b>
<b>5.</b>	Admission Counselling I Phase II Phase	<b>06<sup>th</sup> &amp; 07<sup>th</sup> March, 2017 13<sup>th</sup> &amp; 14<sup>th</sup> March 2017</b>
<b>6.</b>	Workshop Activities	<b>6 days during the month of June/July 2017</b>
<b>7.</b>	Counselling Session	<b>6 days during the month of June/July 2017</b>
<b>8.</b>	Annual Examinations	<b>December, 2017</b>

# ENTRANCE TEST FOR B.ED (DM) PROGRAMME

## INFORMATION HANDOUT FOR ENTRANCE EXAMINATION

Dear Candidate,

This booklet contains the sample question paper and other related information for Entrance Test for admission to B.Ed (DM) Programme of this University. You will be given a test booklet containing 100 objective type multiple choice questions and a specifically designed OMR response sheet in the examination hall. You will notice from the sample test paper that it is different from the usual School/College examinations. It is, therefore, necessary for you to know in advance about the type of questions and the way in which you are required to answer them. This handout will help you in this respect.

## STRUCTURE OF THE ENTRANCE TEST PAPER FOR B.Ed. (DM)

The test paper will consist of two parts A & B. The total number of test items will be 100 of one mark each. Maximum Marks allotted to the test is 100. The composite time for the complete test is Two Hours.

<b>Part -A</b>	Aspects Questions	No. of Questions	Marks
Section I	General English	15	15
Section II	General Urdu	15	15
Part- B			
Section III	General Awareness	25	25
Section IV	Logical & Analytical Reasoning	25	25
Section V	Teaching - Learning & School	20	20
<b>Total</b>		<b>100</b>	<b>100</b>

**Note:** A sample of Entrance Test Questions is given on Page No. 19

All the above test items will be given in a composite test booklet, which will be printed in **Urdu only**. You may attempt the test in any order you like. Since the questions in the test Booklet are objective type, answers are not required to be written in words or sentences. For each question, there are four answer choices suggested and only one of them is right. You have to select the right answer from amongst the given answers.

### List of Entrance Test Centres:

Entrance Test shall be held in the following Cities. The candidates can select the Centre as per his/her Convenience. Please note that it is not necessary that the candidate shall have to take admission in the respective Entrance Test Centre. **The Venue of the Exam Centre will be shown in the Hall Ticket.**

<b>S. No.</b>	<b>Name of the City</b>
1.	Hyderabad
2.	Pune
3.	Calcutta

4.	Patna
5.	Srinagar
6.	Jammu
7.	Faridabad
8.	Bhopal
9.	Bangalore

## HOW TO FILL UP THE INFORMATION ON THE OMR RESPONSE SHEET

- Write your complete enrolment no. in 10 digits. Also write your correct name, address and other necessary information in the space provided. For ex: The hall ticket number will be filled like this:  
Enrolment Number: 1006035461.
- Candidates should mention their category by darkening the circles given for the different reserved categories. For ex: the candidate belonging to OBC category will darken the circle like this. (Specimen form is mentioned here side by side ) Candidates should note that the category they claim in the application form should be mentioned in the OMR sheet. If there is discrepancy in the candidate's category in the application form and the OMR, such candidate's admission will be cancelled at any time and the candidate will be considered responsible for it.**
- Ensure that the Invigilator in your examination hall also puts his/her signature with date on the OMR response sheet at the space provided.
- You should use only blue or black ball pen only to mark the answers to the questions on the OMR response sheet.
- Do not make any markings on the response sheet.
- Write correct information in numerical digits in Enrolment No. and Exam Center Code columns.
- Each question is followed by four probable answers which are numbered 1, 2, 3 & 4. You should select and show only one answer to each question considered by you as the most appropriate or the correct answer. Select the most appropriate answer. Then by using blue or black ball pen mark the correct answer number against the serial number of the question.
- If you wish to change your answer, erase completely the already darkened rectangle by using a good quality eraser and then blacken the rectangle bearing your revised answer number. If incorrect answer is not erased completely, smudges will be left on the erased rectangle and question will be read as having two answers by the Optical Mark Reader (OMR) and will be ignored for giving any credit.
- No credit will be given if more than one answer is given for one question. Therefore, you should select the most appropriate answer.
- You should not spend too much time on any one question. If you find any particular question difficult, leave it and go to the next. If you have time left after answering all the questions, you may go back to the unanswered ones.
- There may be negative marking for wrong answers.

## GENERAL INSTRUCTIONS

1. No calculators, books, slide-rules, foot-rules, note-books or written notes, etc. will be allowed inside the examination hall.
2. You should follow the instructions given by Centre Superintendent and by Invigilators at the examination venue. If you violate the instructions you will be disqualified.
3. Any candidate found copying or receiving or giving assistance in the examination will be disqualified.
4. The test booklet and the OMR response sheet would be supplied to you by the Invigilators. After the exam is over you should hand over the OMR response sheet as well as the test booklet to the Invigilator before leaving the examination hall. Any candidates who does not return the response sheet and the test booklet will be disqualified and the University may take further action against him/her.
5. Candidates arriving late will not be permitted to enter the examination hall. The reporting time is 1.15 pm. The examination will start at 2.00 pm & will be over at 4.00 pm.
6. All rough work is to be done on the test booklet itself and not on any other paper.
7. Candidates should bring their hall tickets duly affixed with their latest photograph to appear in the test. The hall ticket should be got signed by the Invigilator. In the event of his/her qualifying the Entrance Test, this hall ticket should be submitted to the concerned Admission Incharge with the Programme fee of Rs. 20,000/-

## DECLARATION OF RESULT AND RANKING:

The result of Entrance Test indicating the qualifying / Non Qualifying status would be posted on MANUU Website on the specified date. The qualifying candidates will be given ranking according to the merit, i.e, on the basis of scores obtained in the Entrance Test.

The qualifying candidates shall have to appear at the Admission Centres for web counseling. The details of the procedure for web counselling will be provided at the website.

They are required to bring all the Original Documents along with one set of photo copies to the Admission Centre.

## List of Admission Centres:

S. No.	Name of the Centre
1.	DDE MANUU
2.	MANUU CTE Aurangabad
3.	MANUU CTE Bhopal
4.	MANUU CTE Darbhanga
5.	MANUU CTE Srinagar
6.	MANUU CTE Sambhal
7.	MANUU SRC Jammu
8.	Al Ameen College of Education, Bengaluru
9.	MANUU CTE Asansol

**Note:** The qualified candidates shall opt for any Programme centre of their choice for Admission, subject to availability of seat in the opted programme centre. It should be noted that each P.C. will have the intake capacity of 50 seats only.

## **Documents to be submitted by the candidate at the time of admission counselling**

The following Original Certificates / Documents shall be verified at the time of admissions for selected candidates only. However, after verification, the original certificates shall be returned to the candidates except Migration Certificate, Service Certificate, Merit Card and Hall Ticket.

- i. Original Merit Card
- ii. Original Entrance Test Hall Ticket
- iii. S.S.C./10th or other relevant document for Date of Birth, Name, Father's name
- iv. Original / Provisional Degree Certificate (three years) of any University recognised by UGC and Marks memo.
- v. Certificate showing proof of having studied Urdu at SSC/X<sup>th</sup> or higher level as a subject or medium
- vi. Service Certificate issued and attested by the Head master (the Proforma of the Service Certificate is given in Annexure-III)

or

Certificate showing proof of undertaking NCTE recognized teacher training programme through face to face mode.

- vii. Migration Certificate from the University last attended (not applicable in case of MANUU graduates).
- viii. Certificate supporting claims of applicant for any of the reservation based on caste, category, disability, region or any other. (The OBC Certificate shall be in the Central Proforma given in Annexure - IV)
- ix. Certificate issued by a recognized school (giving permission to the selected candidate for undertaking practical activities)
- x. ***Bonafide Residential Certificate or proof for domicile for candidate of Jammu and Kashmir migrant from competent authorities (applicable for J&K Quota only).***
- xi. ***Admission fee of Rs. 20,000/- shall have to paid through Demand Draft in Favour of Maulana Azad National Urdu University payable at Hyderabad.***

**(Annexure I)****Programme Centres:**

S. No	Programme Centre B.Ed. (DM)	Concerned Regional Centre (Submission of form)
01.	A1-Ameen College of Education A1- Ameen Campus, Hosur Road Bangalore-560 027	Banglore Regional Center MANUU Al-Ameen Commercial Complex, Room No.08, Hosur Road, Near Lal Bagh Main Gate, Bangalore - 560 027.
02.	MANUU College of Teacher Education, Chandan Patti, Laheria Sarai, Darbhanga, Bihar.	Darbhangha Regional Center MANUU Mohalla - Ismail Ganj (Near Khan Lodge), Laheria Sarai, Darbhanga - 846 001 (Bihar).
03.	Department of Education & Training, MANUU Campus, Gachibowli Hyderabad - 500 032 (TS)	MANUU Sub-Regional Center Hyderabad, 2nd floor, Directorate of Distance Education, Maulana Azad National Urdu University, Campus, Gachibowli, Hyderabad - 500 032. (Telangana) Phone No. 040-23008525/23008526
04.	Osmania College of Education, 11/9, Peta Kurnool - 5180 001(AP)	MANUU Sub-Regional Center Hyderabad, 2nd floor, Directorate of Distance Education, Maulana Azad National Urdu University, Campus, Gachibowli, Hyderabad - 500 032. (Telangana) Phone No. 040-23008525/23008526
05.	H.G.M. Azam College of Education Azam Campus, 2390-B.D.B Hidayatullah Road, Camp Pune - 411 001,	Mumbai Regional Center MANUU Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703.
06.	Hills People's College of Education & Training, Near Kanger Morh, Kot Bhalwal, Jammu - 181 122	Sub-Regional Center Jammu MANUU H. No. 64, Lane No. 1, Gujjar Colony Stadium More Bye Pass, Channi Himmat, Near Army Gate, Jammu -180 018 (J&K)
07.	College of Teacher Education MANUU 56, Chinnar Colony, Baghat-e-Barzullah, New Airport Road, Srinagar (J&K) 190 005	Srinagar Regional Center MANUU H.No. 18-B, Jawahar Nagar Opp. BEECO Gallary Srinagar - 190 001 (J & K).
08.	MANUU College of Teacher Education, Danish Gah, Islamia High School Campus, Hutton Road, Asansol - 713 301 (WB)	MANUU Regional Centre 71 G, Tiljala Road, Kolkatta - 700 046
09.	MANUU College of Teacher Education, DRP Educational Campus, Opp: Taj Residency, Mahmood Pura, Rauza Bagh, Aurangabad - 431 001 (MS)	MANUU Regional Centre Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703.
10.	MANUU College of Teacher Education,, MHK ITC Campus, Rafiquia School Road Bhopal - 462 001 (MP)	MANUU Regional Centre, # 12, Ahmedabad Palace, Koh-E-Fiza, Bhopal -462 001.
11.	Al-Falah School of Education & Training, Al-Falah University Dhauj, Faridabad Haryana-121 004 (Haryana)	MANUU Regional Centre, D-1/279, Ground Floor Zaidi Apartments T.T.I Road, Jamia Nagar, Okhla, New Delhi - 110 025

12.	MANUU College of Teacher Education, Al-Tareen, ITI, Behjoi Road, Sambhal, Uttar Pradesh - 244 302 (UP)	MANUU Regional Centre, D-1/279, Ground Floor Zaidi Apartments T.T.I Road, Jamia Nagar, Okhla, New Delhi - 110 025
13.	Rehamat-E-Alam College of Education Rehmat Abad, Anchidora Anantnag (J & K) Ph.no.09419965127	MANUU Regional Centre # 18,B, JAWAHAR NAGAR OPP.BEECO GALLERY, SRINAGAR JAMMU & KASHMIR - 190 001
14.	Directorate of Distance Education, MANUU Campus, Hyderabad	Directorate of Distance Education, MANUU, Headquarters, Gachibowli, Hyderabad - 500 032. (Telangana)
15.	Panchsheel College of Education, Street Gajulpet, Post. Nirmal, Dist. Adilabad-504 106 (TS) Ph. No. 08734-245951	MANUU Sub-Regional Center Hyderabad, 2nd floor, Directorate of Distance Education, Maulana Azad National Urdu University, Campus, Gachibowli, Hyderabad - 500 032. (Telangana) Phone No. 040-23008525/23008526
16.	Dr. Zakir Hussain Teacher Training Institute, Surury Campus, PB No. 52, Station Dargah Road, Burhanpur - 450 331 (MP), Ph.No. 07325-243900	MANUU Regional Centre, # 12, Ahmedabad Palace, Koh-E-Fiza, Bhopal -462 001.
17.	Kolkata Teachers' Training College, Vill. Panpur, PO Narayanpur, Dist: 24 Parganas - 743 126 (W.B), Ph. No. 033-25021179	MANUU Regional Centre, Kolkata 71 G, Tiljala Road, Kolkatta - 700 046
18.	Karim City College, (Muslim Minority Institution) Jamahsedpur- 831 001(Jharkhand) Ph. No. 2431778	Regional Centre MANUU H.NO.1/2 First Floor Resaldar Nagar, Doranda, Ranchi Jharkhand, 834 002
19.	Anjuman-E-Islam's College of Education Mangoli Road, Bijapur - 586 101, Ph.No. 08352-220177,	Banglore Regional Center MANUU Al-Ameen Commercial Complex, Room No.08, Hosur Road, Near Lal Bagh Main Gate, Bangalore - 560 027.
20.	MANUU College of Teacher Education, Bidar (Karnataka)	Banglore Regional Center MANUU Al-Ameen Commercial Complex, Room No.08, Hosur Road, Near Lal Bagh Main Gate, Bangalore - 560 027.
21.	Iqra Education Society, Haji Gulam Nabi Nagar, Jalgaon - 425 135, Ph.No. 2212725	MANUU Regional Centre Plot No. 60, Lane - G, Sector - 8, Near Modern School, Vashi, Navi Mumbai - 400 703.
22.	Wahed Khan College of Education Behind Perfect Dharam Kanta, Noor Nagar, Walgaon Road, Amravati - 444 601 (MS) Ph.No.	Sub-Regional Centre MANUU Sagar Nagar, Near Camp Masjid Old Bypass Road, Chaprasipura Camp, Amravati, M.S. 444 602
23.	Al-Fatima Educational Society B.Ed. College, Gonpura, Phulwari Shareef Patna - 801 505 (Bihar)	MANUU Regional Centre 2nd floor Bihar State Co-op Bank, Building Ashok Rajpath Near B.N.College, Patna

(Annexure II)

Model OMR Sheet نمونہ اداہم آرشیت

MAULANA AZAD NATIONAL URDU UNIVERSITY  
OMR SHEET



Name :  
Father's Name :  
Address :  
ET Centre :  
Subject in B.Ed. :

<b>1. Hall Ticket Number</b>	<b>2. Category</b>	<b>3. Teaching Experience (No. of years)</b>	<b>4. Date of Birth</b> D D M M Y Y Y Y	<b>5. B.Ed. Subjects</b>																																																																																																																																																																																																								
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<b>6.</b> Signature of the Student with date	<b>7.</b> Signature of the Invigilator with date
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Read the instructions given on leaf carefully, before you darken the circle for marking the answers

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



(Annexure - III)

**Employment Certificate** ملازمت کی سند

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

1. This is to certify that Mr/Ms. .... has been teaching in this school since..... as a PRT/TGT/PGT .....and he/she is a full time teacher of this school. He/she has ..... year of teaching experience. This school is Govt./Govt. aided/unaided and is duly recognised by the Central / State Government / Union Territory by virtue of obtaining registration number..... dated..... from directorate of education..... (name of the state) for a period ..... (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 from ..... to ..... in the subjects ..... etc. He/she draws of Rs. .... p.m.  
I hereby undertake that all the information mentioned above are true and the University is empowered to take legal action against me for any wrong information.

Signature of the Principal/Headmaster/Headmistress

Full Name:

Designation:

Full Address of the school:

Phone No.

Email I.D:

(Stamp/Seal)

Date

(Annexure - IV)

**OBC Certificate Format**

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

**"This certificate MUST have been issued on or after 1<sup>st</sup> April 2014."**

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.

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.

Dated:

District Magistrate/

Deputy Commissioner, etc.

Seal

**NOTE:**

- (a) The term 'Ordinarily' 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 / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.



**Caste Certificate issued from Maharashtra State must be validated by social welfare Department of Maharashtra Government**

**OBC Undertaking**

**Declaration/undertaking - for OBC Candidates only**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_  
resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_ State  
hereby declare that I belong to the \_\_\_\_\_ community which is recognised as a backward class by the  
Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and  
Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated  
8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.)  
dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within  
prescribed limits as on financial year ending on March 31, 2014.

Signature of the Candidate

Place:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Declaration/undertaking not signed by Candidate will be rejected**