

مولا نا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

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

(Accredited "A" Grade by NAAC)

Gachibowli, Hyderabad – 500032, Telangana State, INDIA.



**EXAMINATION BRANCH**

No: MANUU/EXAMS/F.104/2016/1828

Date: 24-10-2016

**NOTIFICATION**

**Subject: - MANUU – Examination Branch – Conduct of Odd Semester Exams (Regular / Backlog / Improvement) of Certificate/Diploma/UG/PG/MPhil/PhD Course Work in Dec. 2016 – Reg.**

It is hereby notified that the I, III, V & VII Semester Examinations of all the Certificate / Diploma / UG / PG / MPhil / PhD Course Work programmes will be held in the month of December – 2016 at MANUU Campuses Hyderabad, Lucknow & Srinagar and at all CTEs & Polytechnics of MANUU. The last date for payment of fee is 10/11/2016 without fine and with fine of Rs.100/- is 14/11/2016.

The details are as follows:

1. The Examination Fee for Certificate/Diploma/UG Courses is Rs.30/- per Theory paper/Practical and Rs.25/- for Memorandum of Marks.
2. The Examination Fee for PG/MPhil/PhD Course work is Rs.50/- per Theory paper/Practical and Rs.25/- for Memorandum of Marks.
3. All students at Main Campus Hyderabad shall remit the prescribed Examination Fee through Challan in the Indian Overseas Bank, MANUU Campus, Hyderabad. Computer generated Challans in new format shall be available from 02/11/2016 at Concerned Departments. Old Challans will not be accepted.
4. Students from other than MANUU Campus Hyderabad shall remit the examination fee through Demand Draft of any nationalized Bank issued in favour of Maulana Azad National Urdu University, payable at Hyderabad.
5. Separate Examination Form for each semester is required to be filled in.
6. The filled in application form along with the Challan / DDs and a copy of the identity card should be submitted in the concerned Departments/Polytechnics/CTEs of MANUU.
7. All the students must obtain their Hall Tickets from the concerned Departments/Polytechnics/CTEs of MANUU.
8. The Time Table and the Examination Form can be obtained from the concerned Departments/Polytechnics/CTEs of MANUU.
9. Examination Forms will not be accepted after the last date.
10. Students must write the Programme code and Course/Paper titles as mentioned in the Time Table.
11. All old/new students should write their Enrollment Number as given in their ID Cards.
12. All old students admitted in 2015 or before should write their Roll Number (Old Enrollment Number) as given in their previous Memorandum of Marks.

  
Controller of Examinations

Copy to:

- All the Heads of Departments/Principal CTEs/Principal Polytechnic

Copy for information to:

- Vice Chancellor Peshi
- Academic Section
- Director CIT (With a request to upload on the University Website)
- File Concerned

Gachibowli, Hyderabad – 500032, Telangana, India

Tel: +91(040) 2300-6601(VC-Office) 2300-6121 (Registrar) 23006605 (CoE) 23006607(Assistant. Registrar)

Fax. No.23006606, EPABX: 23006612/3/4/5 Ext. 117 Website: [www.manuu.ac.in](http://www.manuu.ac.in)



## DECLARATION BY THE CANDIDATE

I hereby declare that the particulars given overleaf are correct. In the event of any information being found incorrect or misleading, my candidature shall be liable for cancellation by the University at any time and I shall not be permitted refund of any fee paid by me.

Place :

Signature of the student

Date:

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## TO BE CERTIFIED BY THE HEAD OF THE DEPARTMENT

This is to certify that \_\_\_\_\_ son/daughter of Mr. \_\_\_\_\_ is a bonafide student of this University and the facts mentioned in this form are true and correct. He/She bears the following identification marks.

1) \_\_\_\_\_

2) \_\_\_\_\_

Signature of the Head of Department  
with office seal

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## INSTRUCTION TO THE STUDENTS

Note : 1. Students should submit their filled in registration forms to concerned Head of the Department.  
Forms sent directly to COE will not be accepted.

2. All entries in the registration form have to be made in student's own handwriting.

1. Enclose xerox copy of your Identity Card and mention full Enrolment No. at the space provided in the registration form.
2. Write your full name in Capital Letters as per HSC/SSC records.
3. Write your father's name in Capital Letters (Married women should also write only Father's Name)
4. Details for payment of fees: Exam should be paid through Challan or DD which should be drawn in favour of MANUU from any nationalised bank, payable at "Hyderabad"

Note : Fees once paid will neither be refunded nor adjusted for subsequent Exams under any circumstances.

## GENERAL INFORMATION

1. Every student should appear for the Exam at the Centre allotted by the Controller of Exams.
2. Photographs affixed on Registration Form and Hall Tickets should be attested by HOD.
3. Students are advised to collect their hall tickets and time table from Head of the Department before the examination.



ORIGINAL

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY  
Gachibowli, Hyderabad - 500 032

Affix your latest  
passport size  
photograph  
attested by the  
Head of  
the Department

.....(Regular / Backlog / Improvement).....Semester Exams  
To be held in the month of .....

**HALL TICKET**

Enrollment.No. :

Roll No. :

(for students admitted in 2015 and before)

Name of the Candidate :

Father's Name :

Identification Marks :

1) \_\_\_\_\_ 2) \_\_\_\_\_

Details of Theory Papers or Practicals appearing with codes (Codes as per Time Table)

S.No.	Course/ Paper Code.	Course/Paper Title	S.No.	Course/ Paper Code.	Course/Paper Title

Signature of the Student

Controller of Examinations



DUPLICATE

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY  
Gachibowli, Hyderabad - 500 032

Affix your latest  
passport size  
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.....(Regular / Backlog / Improvement).....Semester Exams  
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**HALL TICKET**

Enrollment.No. :

Roll No. :

(for students admitted in 2015 and before)

Name of the Candidate :

Father's Name :

Identification Marks :

1) \_\_\_\_\_ 2) \_\_\_\_\_

Details of Theory Papers or Practicals appearing with codes (Codes as per Time Table)

S.No.	Course/ Paper Code.	Course/Paper Title	S.No.	Course/ Paper Code.	Course/Paper Title

Signature of the Student

Controller of Examinations

## INSTRUCTIONS TO THE STUDENTS

1. Students are required to keep the Hall Ticket and the Identity Card always with them, without which they shall not be permitted to write the examination. They should present the Hall Ticket for inspection whenever demanded during the examinations.
2. Students should take the examination only in the subjects mentioned in the Hall Ticket.
3. The University reserves the right to cancel the admission of any student to the examination at any stage if it is detected that his/her admission to the examination is against the rules.
4. Students should take their respective seats in the examination hall at least 5 minutes before the commencement of the examination. Those coming half-an-hour after the prescribed time shall not be allowed to write the examination.
5. Students are prohibited from :
  - i) possessing papers, books, notes or any written material on body or clothing.
  - ii) receiving help from other students,
  - iii) helping other students,
  - iv) communicating, in any form with another student or any person other than the supervisory staff,
  - v) consulting notes, books in or outside the examination hall,
  - vi) assaulting, abusing or intimidating any person connected with the examination work at any time; and
  - vii) causing disturbance in the examination hall during the examination hours.

Non-compliance of the above would result in being debarred from appearing at the subsequent examination apart from immediate expulsion from the examination hall.

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