Important Instructions for Candidates

I. Please refer to Prospectus 2019-2020

II. Date of 2nd Phase Certificate Verification: 8th to 9th July 2019

III. Last Date of Fee Payment: 9th July 2019 (Online mode only).

IV. Venue of Certificate Verification: Polytechnic Building, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500032

V. Reporting Time: 9:00 AM to 1:00 PM

VI. Documents Required for Verification: Original documents with two sets of photocopies of each to be submitted at the time of document verification failing which the admission will be denied

1. M.C.A Entrance Test 2019 Hall Ticket
2. Two Copies of Online Application form
3. Proof of Urdu as a language/medium at 10th / 12th or equivalent from Madarasa board/Graduation
4. Marks sheet of 10th/SSC/equivalent board examination
5. Marks Sheet and Certificate of 12th or equivalent
6. Mark Sheet of Quifying Examination
7. Transfer certificate(from the Institution last studied)
8. Migration certificate (from the Institution last studied)
9. Valid category (OBC/SC/ST/EWS certificate) (format prescribed by Government of India) if applicable
10. Bonafide / Character certificate (from the Institution last studied)
11. Two passport size latest colour photographs of Candidate
12. Requisite Admission fee
   - At Hyderabad campus Boys- Rs. 6900*, Girls- Rs. 2850*/
   * Including tentative Medical Insurance Fee of Rs. 1200

Note:

1. You have to be physically present at the verification center on the respective dates. Failure to attend verification will lead to cancellation of allotment given and you will lose opportunity to give your choice for further processing.
2. Students whose results are awaited should report for verification and submit undertaking to be considered for fresh allotment in the next phase of certificate verification subject to availability of seats.
3. For Online payment of fee login through your registered ID on Admissions Portal, (to be paid through Valid Credit card/Debit card/Netbanking). Also deposit a copy of Payment Receipt with concerned department.
4. In case you fail to pay the fee within prescribe time, you will forfeit your admission.
5. Grievance, if any, to be reported within 2 days of the date of declaration of result, failing which no further communication in this regard shall be entertained. The grievances to be addressed to Director, Directorate of Admissions in writing or by e-mail at admissionsregular@manuu.edu.in
6. On successful verification of documents you will be given access to pay the required fees. Submission of Fee Deposit Receipt is mandatory for Completion of Admission.
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