NOTICE

All students of MANUU Hyderabad campus are required to pay the 2nd Semester fee as per the following schedule:

Fee Payment without Late Fee	Jan 11th - Jan 20th 2017
Fee Payment with a Late Fee of Rs 200/-	Jan 21st - Jan 27th, 2017

Challans for fee payment may be generated online at the University Management System (UMS) Portal available at the following links:

http://14.139.86.70:8181   (From Internet)
http://172.16.1.100:8181   (From MANUU Intranet)

The UMS system may be used at the following locations during office hours:

- Computer Lab-II, Room No-11 Ground Floor, School of Computer Science & IT
- R & D Cell, MANUU Polytechnic

All 1st semester students who will join 2nd semester are also required to register courses which they wish to peruse on UMS Portal. Instructions to use the system are attached at Annexure - I.

Registrar

Copy to:

- Vice Chancellor, MANUU
- All Deans of Schools
- All Head of Departments
- All Academic Coordinators
- Dean Academics
- In-charge, Central Admission Cell
- Controller of Examinations
- Finance Officer
- Director, CIT
- Principal Polytechnic

CENTRE FOR INFORMATION TECHNOLOGY
MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERBAD

Dated: Jan 09, 2017

INSTRUCTIONS FOR CBCS COURSE REGISTRATION (2016-17 Batch Only) & FEE PAYMENT (FOR ALL STUDENTS)

For Registration and Fee Challan generation students may use the Computer Lab facilities available at:

- Computer Lab - II, Room No 11 Ground Floor, School of Computer Science & IT
- R & D Cell, MANUU Polytechnic

The following instructions may be followed:

1. Login to the Portal using your "Enrollment No" as User Name and "Enrollment No" + "Year of Birth" as Password. For Example, if your enrollment no is A123456, and year of birth is 1991, your password will be A1234561991. Use following URLs:

   http://14.139.86.70:8181 (From Internet)
   http://172.16.1.100:8181 (From MANUU Intranet)

2. Change password immediately by clicking on "Change Password" menu option.

3. **All students currently enrolled in Semester I (2016-17 Batch Only) are required to pursue points 4 to 13. All other students may read follow instructions listed on points 8 onwards.**

4. Check the tables given below to know the number of courses of each type which you need to choose. Consult your Departmental Academic Coordinator, if required.

Table-I PG Programs Credit Requirements under CBCS Scheme

Semester	Core Courses*	Discipline Specific*	Generic Elective	Skill Enhancement	Ability Enhancement
I	3/4 Of 4 Cr each	0/1 Of 4 Cr	2 of 4 Cr each across the 4-Semesters GE to be taken from Other Departments		Communicative English – I
II	3/4 Of 4 Cr each	0/1 Of 4 Cr		1 of 2 Cr (FIT)	
III	3/4 Of 4 Cr each	0/1 Of 4 Cr			Communicative English – II
IV	3/4 Of 4 Cr each	0/1 Of 4 Cr			

Students have the Option to Choose 4 Core Courses or 3 Core Courses + 1 Discipline Specific Course from amongst the pool of courses offered by the Department as Discipline Specific.

Table-II UG Programs Credit Requirements under CBCS Scheme

Cources		Papers	Total Credits	B.A						B.Com						B.Sc					
				I	II	III	IV	V	VI	I	II	III	IV	V	VI	I	II	III	IV	V	VI
Core Coures	Optional-1	4	24	6	6	6	6			6	6	6	6			6	6	6	6		
	Optional-2	4	24	6	6	6	6			6	6	6	6			6	6	6	6		
	Optional-3	4	24	6	6	6	6			6	6	6	6			6	6	6	6		
Ability Enhancement	Language	1	2	2						2						2					
	Env.Studies	1	2		2						2						2				
Skill Enhancement	Value Added	4	8			2	2	2	2			2	2	2	2			2	2	2	2
Discipline Specific Elective	Optional-1	2	12					6	6					6	6					6	6
	Optional-2	2	12					6	6					6	6					6	6
	Optional-3	2	12																	6	6
Generic Elective	Open Stream	2	12					6	6					6	6						
Total Credits for Each Semester				20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Non CGPA Credit	MOOC'S/C&EC-A	6	12	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

Note: The Choice exists for registration among Discipline Specific ot Generic Elective and Skill Enhancement and also Non- CGPA Credit Courses only within Two Weeks after renewal of admission to specific Degree Program

5. All Core Courses are compulsory and are selected by default. However, Diploma Engineering programs students need to selected all their courses manually.

6. After completing your selection of courses click on "Register Courses".

7. Once you have registered, click on "View Registered Courses" for downloading/printing the Course Registration Acknowledgement Slip.

8. **Please note that choosing does not assign the course to you. The final assignment, will be subject to seats availability/feasibility. Also discuss your choices with the Academic Coordinator, if required.**

9. For depositing the fee, you need to generate Admission Fee Challan. This may be generated from the UMS by clicking "Fee Submission" menu item. Online mode of fee submission using Credit/Debit/Net Banking facility is expected to made available soon in UMS.

10. After depositing the fee you need to collect the Admission Slip from the Office of the Head of the concerned Department.

11. After depositing your fee, please provide the Fee Submission Acknowledgement (Counter Foil of the Challan/ Online Fee Submission Acknowledgement) in the Office of the concerned Head/Coordinator.

12. Ensure that the Admission Slip given to you carries signatures of the Departmental Academic Coordinator and the HOD.

13. If asked for, show the Admission Slip to concerned faculty member.

14. In case of any technical problem, please contact your Departmental Academic Coordinator. You may also send a mail to cit.manuu@gmail.com.

DEPARTMENTAL ACDEMIC COORDINATORS

S.No	Department	Academic Co-ordinator	Mobile No	E-Mail
1	Arabic	Dr. Sameena Kausar	8125305886	drsamtabish@gmail.com
2	Botany	Dr. Ira Khan	8096399282	irakhan0008@gmail.com
3	Centre for Social Exclusion & Inclusive Policy	Dr. S Abdul Tahaha	9440310570	sathaha@yahoo.com
4	Chemistry	Dr. Qasimullah	8297383784	drqasimullah@gmail.com
5	Commerce	Dr . Md Sadat Shareef	9948060784	sadatshareef@yahoo.com
6	Computer Sc & IT	Dr . Pradeep Kumar	9959829128	drpkumar1402@gmail.com
7	Economics	Dr. Syed Hasan Qayed	8142683157	syedqayed@gmail.com
8	Education	Dr. Vanaja M	9849494608	vanajaeducation@gmail.com
9	English	Dr. S. Omprakash	9440371352	somapalyam@yahoo.com
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11	History	Dr. Danish Moin	7893965970	danishiirns@gmail.com
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14	Mass Communication & Journalism	Mr. Syed Abbas Husain Rizvi		
15	Mathematics	Dr. K. Moinuddin	9247825104	kmoinuddin71@gmail.com
16	Persian	Dr. Syeda Asmath Jahan		
17	Physics	Dr. Rizwan Haque Ansari	9490315023	rizwanans@gmail.com
18	Political Science	Dr. Khurshid Alam	9573358487	khurshidjmi@gmail.com
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24	Urdu	Dr. Waseem Begum	9935980129	waseembegum2011@gmail.com
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26	Zoology	Dr . Masroor Fatima	8500649108	mfatima29@rediffmail.com