



मौलाना आजाद नेशनल उर्दू यूनिवर्सिटी

مولانا آزاد نیشنل اُردو یونیورسٹی

Maulana Azad National Urdu University

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

ACCREDITED "A+" GRADE BY NAAC



**BROCHURE 2024-25**

**MANUU CSE RESIDENTIAL COACHING ACADEMY**

## MAULANA AZAD NATIONAL URDU UNIVERSITY

Maulana Azad National Urdu University (MANUU) is a Central University established in 1998 by an Act of Parliament to promote and develop Urdu language and to improve vocational and technical education in Urdu medium through regular and distance modes. The headquarters of the University is at an outstanding location – Gachibowli, Hyderabad, spread over 200 acres. The students and the staff of the University are drawn from throughout the country. They are attracted by the commitment to excellence in quality education in various disciplines of knowledge. It has been accredited 'A+' grade by NAAC.

The mandate of the University includes promotion and development of Urdu language and education of women.

The University presently comprises of 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. These 7 schools run 15 departments. In addition to offering master's programmed, many of these departments provide research programs at M. Phil and Ph.D. level. The focus of all these schools is to promote new areas of learning and advance knowledge through research and application.

## MANUU CSE RCA

Maulana Azad National Urdu University, Civil Services Examinations, Residential Coaching Academy (MANUU CSE RCA) for religious minorities and women was established in 2009. The objective of the Academy is to provide coaching and guidance to the women and religious minorities to enable them to join the All-India Services. The Academy has its own newly constructed premises in the MANUU Campus, with air-conditioned class rooms, an Auditorium Audio Visual and Wi-Fi facilities. The Academy also has a well-stocked Library and reading room. All the students admitted to the Academy are provided with hostel facilities.

## FACULTY

1	Prof. H. Aleem Basha	Director In charge
2	Dr. Mohd. Shahid	Program In charge

Expert faculty is also outsourced to impart coaching to the aspirants for different subjects.

## ADVISORY COMMITTEE

MANUU CSE RCA has an Advisory Committee under the Chairmanship of the Vice-Chancellor of the University which formulates the academic programs and gives advice and guidance on matters related to the academic affairs of the Academy. The Committee comprises retired and serving officers of IAS, IPS, IRS, educationists and Trainers.

## COACHING PROGRAMME

The Academy offers coaching for all the three phases of the UPSC Civil Services Examination, namely:

- **Preliminary Test**
- **Main Examination (Written)**
- **Interview (Personality Test)**

## COACHING MODULES

Coaching Modules offered at MANUU CSE RCA are designed to suit the three phased scheme of the Civil Services Examination conducted by the UPSC. Three different modules have been worked out: 1) Prelims, 2) Mains and 3) Personality Test (Interview).

**1) Prelims 2025:** In this module focused coaching will be given for the Preliminary Examination. The coaching is for about 8 months. Attendance in Test Series for Prelims exam of UPSC CSE is mandatory. Absence in tests may result in cancellation of candidature of aspirants. Special Sessions of Toppers are also conducted time to time. The admission into this module is based on the Entrance Test conducted by MANUU CSE RCA.

**2) Mains 2024 and Mains 2025:** It is a short-term coaching module of about 13 weeks. Under this module coaching and guidance will be given for the Main Examination for the compulsory GS papers, excluding papers on proficiency in English and Indian language, will be dealt with. The admission into this module is based on the Interview conducted by MANUU CSE RCA. Those who clear Preliminary Exam of UPSC CSE can contact above officials for admission process. Nominal fee for admission will be charged.

**3) Personality Test 2024 and 2025:** It is about one month duration, targeted towards those who have been called for Personality Test by UPSC. Mock Interviews, inviting experts from different fields to guide the students will be arranged. Guidance will be given on how to conduct oneself during the personality test. Only nominal registration fee will be charged for admission into this module.

**Note: The dates of notification, commencement and duration of coaching will be as per the schedule and is liable for alternation, if the circumstances so warrant.**

**The students are required to keep themselves abreast of the Important Dates for the UPSC Civil Services Examination, 2025.**

As notified the UPSC will issue notification in the month of February 2025. The Preliminary Exam will be held in the month of May 2025 and the Mains Exam will be held in the month of August, at different centers throughout the country.

Particular	Commencement	Ends/Closure
Online Application live on	05 <sup>th</sup> August 2024	31 <sup>st</sup> August 2024
Entrance test	08 <sup>th</sup> September 2024	-
Result (Tentative)	13 <sup>th</sup> September	-
Interview (Tentative)	23 <sup>rd</sup> September 2024	25 <sup>th</sup> September 2024
Final Result (Tentative)	30 <sup>th</sup> September 2024	-
Admission	3 <sup>rd</sup> October 2024	14 <sup>th</sup> October 2024
Session	15 <sup>th</sup> October 2024	25 <sup>th</sup> May 2025

## ENTRANCE TEST

The basic pattern of the Entrance Test of the Academy is similar to that of UPSC Preliminary Examination. In addition, there will be one Essay on the lines of Paper I, Essay, of UPSC Main Examination. Essay has to be written in English. However, those who intend to write UPSC Main Examination in Hindi or Telugu or Urdu can write the essay in that language.

**Scheme:** The Entrance Test will be of two sections. Section I is of 200 marks (Multiple Choice) and Section II 125 marks (Essay). Section I will have 100 questions each carrying 2 marks ( $100 \times 2 = 200$  marks). Section II will be Essay 125 marks.

Candidates have to mark their responses in the OMR sheet. The total duration of the Entrance Test will be three hours and total marks will be 200.

\*Candidates may be asked to write short answer writing during personality test.

The minimum cut off marks will be 40% in the entrance test. Short-listed aspirants will be called for interview carrying 75 marks. Interview will be at MANUU Campus, Hyderabad.

Final selection will be on merit, based on combined marks obtained in Entrance Test and Interview.

<b>SN</b>	<b>State</b>	<b>Test Centers</b>
1.	Andhra Pradesh	Kadappa
2.	Bihar	Darbhanga
3.	Bihar	Patna
4.	Bihar	Purnia
5.	Delhi	Delhi
6.	Haryana	Nuh
7.	J & K	Jammu
8.	J & K	Srinagar
9.	Jharkhand	Ranchi
10.	Karnataka	Bengaluru
11.	Karnataka	Bidar
12.	Kerala	Kochi
13.	Kerala	Mallappuram
14.	Ladakh	Kargil
15.	Madhya Pradesh	Bhopal
16.	Maharashtra	Amravathi
17.	Maharashtra	Aurangabad
18.	Maharashtra	Mumbai
19.	Odisha	Cuttack
20.	Telangana	Hyderabad
21.	Uttar Pradesh	Lucknow
22.	Uttar Pradesh	Sambhal
23.	Uttar Pradesh	Varanasi
24.	West Bengal	Asansol
25.	West Bengal	Kolkata

## Note:

- University shall conduct the test at the Centre if minimum 25 candidates are registered.
- University deserves the right to cancel any Test Centre and the candidates shall be shifted to the nearest Centre.

## FACILITIES



Image : Library

**Library:** Library is a prerequisite for any academic activity, more so, if it is competition oriented. Realizing this MANUU CSE RCA has set-up its own library. Text books, Reference books, Journals, Magazines and Newspapers in English, Telugu and Urdu etc. are stocked in accordance with needs of the aspirants. Aspirants can also avail, the facilities of the University Central Library.

**Hostel:** Comfortable stay of the aspirants is ensured. Boys' and girls' hostel are separate and are situated in the MANUU Campus. Mess charges based on the actual spent on food as fixed by the authorities has to be borne by the aspirant and paid directly to the concerned mess Committee. A nominal fee is collected for lodging as decided by the University.

**Other:** As the MANUU CSE RCA is situated in the campus, the aspirants can also use all the facilities that are available at campus such as the gym, playgrounds etc. The students of the Academy are also expected to participate in various activities of the university such as attending lectures, seminars, workshops etc.

## FEE PARTICULARS

The fee structure of MANUU CSE RCA for its different coaching modules is as under:

Particulars	Charges
Registration	₹ 500
Tuition fee	₹ 4500
Health Insurance	₹ 1600
Hostel fee	₹ 4500
ET	₹ 500
<b>Total</b>	<b>₹11,600</b>

\*Mess charges are charged separately per month as per facilities provided.

**Stipend:** 20% of the enrolled aspirants will be given stipend of Rs. 2,000/- per month on the basis of merit cum means, regularity and discipline, as decided by the Board/Committee setup for the purpose. To claim the stipend on means basis, the aspirants must get original certificates of income of their Guardians from the competent authorities.

**\*Candidates must ensure that they possess Bank account in their own name to get the benefits.**



## HOW TO APPLY

Application can be personally obtained or downloaded from the website of the University. [www.manuu.edu.in](http://www.manuu.edu.in).

URL: <https://manuu.gleamappstore.com>

## RULES FOR THE ASPIRANTS

### 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 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.
4. The aspirants have to protect the property of the Academy and hostel in particular and MANUU in general. The aspirants responsible for the loss or damage to any property will have to compensate the loss.
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 for more than the period prescribed.
7. Aspirants taking admission in MANUU CSE RCA have to deposit attested copies of SSC, Intermediate and graduation Certificates with the office.
8. At the admission process they must bring their original certificates for verification. The originals will also to be deposited with Academy and returned to the aspirant after completion of course and clearance of all dues if any.

9. They must also get health certificate from appropriate medical authorities.
10. Aspirant cannot pursue any other academic course or vocational training or certification of any kind during the session. This is done to attract serious aspirant and make the environment Civil services preparation friendly.

### **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 programmed the caution money shall be forfeited.

### **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.

### **Attendance:**

1. 75% Attendance in the classrooms is compulsory. Aspirants have to mark their attendance in the register regularly.
2. The aspirants have to appear for at all the Tests/Exams conducted by the Academy during the course of study.

### **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 the students of the university.

4. The aspirants cannot use their laptops, mobiles and any other electronic device in the classrooms, except with the permission of coordinator or authorities.
5. 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.

### **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 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 not waste these facilities



**Image: Commencement of Session 2023-24**



Image: Board meeting with other members joining online



Image: Director Office



Image: Auditorium



Image: Classroom



Image: Library @ 1st Floor



Image: Computer Lab

**End.**

MANUU CSE RESIDENTIAL COACHING ACADEMY  
CSE BUILDING, MANUU CAMPUS  
GACHIBOWLI, HYDERABAD