

Program Structure

Undergraduate Programs

Bachelor of Arts (B.A.)

The following is the curriculum template or B.A. (Distance Mode) program:

Courses	Total Courses	Total Credits	Credits for Each Paper/Year			
			I Year	II Year*	III Year	
Core Disciplines	Optional - 1	4	24	6	12	6
	Optional - 2	4	24	6	12	6
	Optional - 3	4	24	6	12	6
Foundation Disciplines	Ability Enhancement Course - I	1	4	4	-	-
	Ability Enhancement Course - II	1	2	2	-	-
	Skill Enhancement Course	2	8	4	-	4
Elective Disciplines	Generic/Discipline Specific	2	12	-	-	12
	Total Credits	-	98	28	36	34
	No. of Courses	18	-	6	6	6

Course Details for I Year

Core Courses:

- There are three core courses shown as Optional -1, Optional - 2, Optional - 3 in the above table. These courses are to be chosen from Core courses listed in table shown below. It should be noted that while choosing core courses not more than two courses can be selected from either group i.e. Language Group or Social Science Group.
- Student will have to undertake 24-Credit study in three years for each of the Core Course chosen in the I year.

Language Group	Social Science Group
Arabic	Economics
English	History
Hindi	Islamic Studies
Urdu	Political Science
--	Public Administration
--	Sociology

Ability Enhancement Courses

At present DDE, MANUU is offering "Environmental Studies" and "Communicative English" as Ability Enhancement Courses – I & II respectively. Both of these courses are to be taken in the I year of study.

Skill Enhancement Courses

For the session 2018-19, DDE is offering "Basics of Journalism" as Skill Enhancement Course. (Only Self Learning Material shall be provided)

Generic/Discipline

Student will be able to choose two Discipline/Generic Elective Courses from the list of courses to be notified by DDE in Third Year.

B.Com.

The following is the curriculum template or B.Com. program:

Courses		Total Courses	Total Credits	Credits for Each Paper/Year		
				I Year	II Year	III Year
Core Disciplines	Optional - 1	4	24	6	12	6
	Optional - 2	4	24	6	12	6
	Optional - 3	4	24	6	12	6
Foundation Disciplines	Ability Enhancement Course - I	1	4	4	-	-
	Ability Enhancement Course - II	1	2	2	-	-
	Skill Enhancement Course	2	6	2	-	4
Elective Disciplines	Generic/Discipline Specific	4	20	6	-	14
Total Credits		-	104	32	36	36
No. of Courses		20	-	7	6	7

Course Details for I Year

Core Courses:

Optional-1: In B.Com. any of the courses viz. English can be chosen. However, no change in subject chosen shall be allowed at later stage and candidate will have to complete 24-credits in the subject in 3-years time.

Optional-2: Business Organization and Management

Optional-3: Financial Accounting

At present DDE, MANUU is offering following courses under Ability Enhancement, Skill Enhancement and Generic Elective:

Ability Enhancement Course – I Environmental Studies

Ability Enhancement Course – II Communicative English

Skill Enhancement Course E- Commerce (Only Self Learning Material shall be provided)

Generic/Discipline Specific Economic Theory

B.Sc. (Life Sciences)

Courses		Total Courses	Total Credits	Credits for Each Paper/Year		
				I Year	II Year*	III Year
Core Disciplines	Optional - 1	4	24	6	12	6
	Optional - 2	4	24	6	12	6
	Optional - 3	4	24	6	12	6
Foundation Disciplines	Ability Enhancement Course - I	1	4	4	-	-
	Ability Enhancement Course - II	1	2	2	-	-
	Skill Enhancement Course	2	8	4	-	4
Elective Disciplines	Generic/Discipline Specific	2	12	-	-	12
Total Credits		-	98	28	36	34
No. of Courses		18	-	6	6	6

Course Details for I Year

Core Courses:

- Optional-1:** Botany-1
Optional-2: Zoology-1
Optional-3: Chemistry-1

At present DDE, MANUU is offering following courses under Ability Enhancement, Skill Enhancement and Generic Elective categories:

- Ability Enhancement Course – I** Environmental Studies
- Ability Enhancement Course – II** Communicative English
- Skill Enhancement Course** Creative Writing in English
(On Self Learning Material shall be provided)

B.Sc. (Physical Sciences)

Courses		Total Courses	Total Credits	Credits for Each Paper/Year		
				I Year	II Year	III Year
Core Disciplines	Optional - 1	4	24	6	12	6
	Optional - 2	4	24	6	12	6
	Optional - 3	4	24	6	12	6
Foundation Disciplines	Ability Enhancement Course - I	1	4	4	-	-
	Ability Enhancement Course - II	1	2	2	-	-
	Skill Enhancement Course	2	8	4	-	4
Elective Disciplines	Generic/Discipline Specific	2	12	-	-	12
Total Credits		-	98	28	36	34
No. of Courses		18	-	6	6	6

Course Details for I Year

Core Courses:

- Optional-1:** Physics-1
Optional-2: Mathematics-1
Optional-3: Chemistry-1

At present DDE, MANUU is offering following courses under Ability Enhancement, Skill Enhancement and Generic Elective categories:

- Ability Enhancement Course – I** Environmental Studies
- Ability Enhancement Course – II** Communicative English
- Skill Enhancement Course** Creative Writing in English
(Only Self Learning Material shall be provided)

Postgraduate Programs

M.A. Islamic Studies

Paper No.	Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)	Credits
I YEAR						
ISMA101CCT	Sirat & the Pious Caliphite	02	30	70	100	04
ISMA102CCT	The Qur'an and Hadith	02	30	70	100	04
ISMA103CCT	Islam and Modern Issues	02	30	70	100	04
ISMA104CCT	The Umayyad Period	02	30	70	100	04
ISMA105CCT	Islamic Law and Tasawwuf	02	30	70	100	04
ISMA106CCT	The Abbasids and the Petty Dynasties	02	30	70	100	04
ISMA107CCT	Islam In India	02	30	70	100	04
ISMA108CCT	Islamic Thought and Ideologies	02	30	70	100	04

M.A. (Arabic)

Paper No.	Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)	Credits
I YEAR						
ARMA101CCT	Classical Prose	02	30	70	100	04
ARMA102CCT	Grammar- I	02	30	70	100	04
ARMA103CCT	History of Arabic Literature - I	02	30	70	100	04
ARMA104CCT	Classical Poetry	02	30	70	100	04
ARMA105CCT	Rhetoric and Prosody	02	30	70	100	04
ARMA106CCT	Criticism	02	30	70	100	04
ARMA107CCT	Translation – I & II	02	30	70	100	04
ARMA108CCT	Arabic Literature in Andalus	02	30	70	100	04

M.A. (Urdu)

Paper No.	Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
I YEAR					
I	Ghazal Qasida aur Rubai	04	30	70	100
II	Masnavi Marisa aur Nazm	04	30	70	100
III	Urdu Zaban o Adab ki Tariq	04	30	70	100
IV	Farsi aur Hindi Zaban o Adab	04	30	70	100

M.A. (History)

Paper No.	Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
I YEAR					
I	Ancient and Medieval Societies	04	30	70	100
II	Modern World	04	30	70	100
III	History of Indian Economy	04	30	70	100
IV	Religious Thoughts and Belief in India	04	30	70	100

M.A. English

Paper No.	Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
I YEAR					
I	British Poetry	04	30	70	100
II	British Drama	04	30	70	100
III	British Novel	04	30	70	100
IV	Aspects of Language	04	30	70	100

DIPLOMA PROGRAMS

Diploma in Journalism and Mass Communication Course

Introduction to Program:

In the present age of electronics, Journalism is gaining importance. News through Internet is also pervading among the viewers of television. Hence, news through Internet is rapidly gaining importance thereby giving a new direction to the field of Journalism. In the present scenario, a large chunk of trained journalists are required in different fields of media. This is creating new opportunities in the field of Journalism and Communication. This course will help the aspirants in preparing themselves for career in journalism.

Paper No.	Title	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
I YEAR				
I	Introduction to Journalism & Indian Polity	30	70	100
II	Reporting	30	70	100
III	Editing	30	70	100
IV	Electronic Journalism	30	70	100
V	Translation and Language Proficiency	30	70	100
VI	Project Work			100

Diploma in Teach English:

Objectives of the Programme

Teach English, a one-year Diploma programme, is designed to help students and teachers of English to improve their proficiency (both spoken and written) in English and enable them to become quality teachers of English. The programme will be particularly useful to teachers of English in Urdu medium schools and colleges.

Eligibility: Any graduate or equivalent is eligible for admission.

Duration: The course is of one-year duration. However, it may be completed in two years.

Course Content: The Self Learning Material (SLM) is divided into four Courses, each of 20 units:

- I. Structure of Modern English - I
- II. Structure of Modern English - II
- III. Methods of Teaching
- IV. Classroom Techniques

Counselling and Support Services:

The study material will be dispatched to the student by post on confirmation of admission. No counselling classes are required. However, the students may contact the programme coordinator at Directorate of Distance Education, Headquarter (Hyderabad) through E-mail at ssu.dde@manuu.edu.in to clarify their doubts.

Scheme of Examination: The Annual Examination consists of 4 papers each of 100 marks (70 term end +30 internal).

Certificate Programs

Certificate in Proficiency in Urdu Through English

Objectives of the Programme:

The main objective of this programme is to acquaint people with Urdu language. The programme has been so devised that persons who have basic knowledge of reading and writing English language will be able to learn Urdu. This programme will also be helpful to those who are closely associated with academic institutions like libraries, archives, academies and museums. It will open up avenues for low skilled technicians in film industry, T.V. and Radio.

Programme Content:

The programme consists of two papers of 100 marks each (70 term end +30 internal).

Paper - I : Units 1 to 18 (Urdu Script, Basic Vocabulary)

Paper - II : Units 19 to 28 (Basic Vocabulary, Grammar and Specimens of Prose & Poetry)

Duration of Programme:

The duration of the programme is six months. But the students, according to their convenience, can complete the programme within a maximum period of two years.

Admission Criteria:

The Candidate should be acquainted with English and should complete 18 years of age by 31st August of the admission year.

Counselling and Support Services:

Study material will be dispatched to the students by post on confirmation of admission. No counselling classes will be conducted. However, guidance will be provided by correspondence and e-mail. Candidate may contact the Programme Co-ordinator at Directorate of Distance Education, Headquarter (Hyderabad) through e-mail at ssu.dde@manuu.edu.in to clarify their doubts.

Scheme of Examination:

The Annual Examination consists of 2 papers each of 100 marks (70 term end +30 internal).

Functional English for Urdu Speakers

Introduction to Program:

The basic purpose of this program is to train urdu speakers to enhance their speaking and writing abilities in English language by improving their grammar, pronunciation etc. No counselling classes are organized in this program. However, SLM is provided to the learners.

Program Structure:

Paper No.	Title	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
I YEAR				
I	Sunna/Bolna	30	70	100
II	Alfaaz Padna	30	70	100
III	Tehriri Qawaid	30	70	100