



MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University, accredited "A" Grade by NAAC)

F.No. MANUU/CIT/F.No.48/2017-18/
6th March 2018

CIRCULAR

SUB: NEW OFFICIAL EMAIL IDs FOR FACULTY, OFFICERS & STAFF

The MANUU being a National Level University has been operating at 12 states and at times facing difficulties in disseminating information and collection of data in an efficient manner.

2. The Academic Council in its 27th Meeting held on 5th September 2017, resolved to implement 'Digital Action Plan'(DAP) introduced by the Government of India, vide MHRD Ltr No. F.No.8-6/2017-Tel, dated 1st August 2017 and subsequent DO Letter No. 8-6/2017-Tel, dated 25 October 2017 from the Hon'ble HRD Minister, addressed to the Vice-Chancellors of all Universities.

3. As a part of DAP and to streamline the day to day communications and to reduce paper work, the University has adopted *Google Apps for Education* under "manuu.edu.in" domain. Accordingly, the Centre for Information Technology(CIT), has created over 300 name-based and office-based e-mail IDs for MANUU Faculty, Officers and Staff members. This includes specific email IDs for all School Deans, HoDs, Director of Centres, DDE, Regional Officers, Sub-Regional Officers, CTEs, Polytechnics, ITIs and other entities for official communications. Besides, group email IDs have also been created for speedy communication among various groups as per the need of the University. The new email IDs can be easily configured in smart phones and tablets and come with a lot of new features for the users, academics and researchers. The email ID facility is open to Faculty, Group A Non-Teaching staff, Section Officer level staff. All regular employees below the Section In-charge can also avail the facility on the recommendation of the Section In-charge via manual application. The University will extend this new email facility to research students very soon.

4. To start with, the following group email IDs have been created:-

Name of the Group	Email ID
Dean of Schools, DSW, Dean Satellite Campuses	deans@manuu.edu.in
Heads of Departments	hods@manuu.edu.in
Dte of Distance Education ,Directors of Centres, Dte of Admissions	directors@manuu.edu.in
Principals of CTEs	principals.ctes@manuu.edu.in
Regional Centres/Sub-Regional Centres (SRCs) under DDEs	dde.rcs@manuu.edu.in
Principals Polytechnics	principals.polytech@manuu.edu.in
Principals ITIs	principals.iti@manuu.edu.in
Principals, Model Schools	principals.modsch@manuu.edu.in

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5. The registration for creation email IDs for faculty and other staff is open through the University website at this [link](#). The link is already functional and several faculty members and staff have already registered. Those who have been allotted new IDs are requested to activate the same immediately. It may be noted that University shall soon discontinue all paper based communications including meeting notices, agendas etc before the starting of new academic session. Thereafter communications for official purpose through private IDs (google, rediffmail, yahoo, outlook etc) shall not be allowed.
6. You are, therefore, advised to contact Mr. Mohd Shawnavaz Ali Qureshi, Computer Programmer, CIT via e-mail at shawnavaz@manuu.edu.in or EPBX No. 4251 for further assistance in this regard.
7. The existing NIC email IDs under the domain name of manuu.ac.in may also continue for time being but no group email facility will be possible.
8. All faculty, officers and staff members are requested to cooperate and make this initiative success.

(Dr. M.A.Sikandar)
Registrar

Copy to:-

1. All Deans of Schools, Finance Officer, Librarian, Dean (Academic), OSD (Planning & Development), HoDs, Director, DDE, Directors of Centres, Director (Admissions), Controller of Examinations, Dean Student Welfare, Proctor, Provost (Boys), Provost (Girls), Medical Officers, Principals, CTEs/Polytechnics/ITIs/Model Schools, Regional Directors, Assistant Regional Directors, Director, IMC, Director, CPDUMT, Directorate of Translations & Publication, all JRs, DRs, ARs, Executive Engineer, Media Consultant, Section In-charge, PRO Section etc..

Copy forwarded to:-

Office of the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Finance Officer